



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: BIS501	Level: Postgraduate Credit: 3
Course Title: Introduction to Programming and Data Analysis	
PREREQUISITE	
N/A	
COURSE OVERVIEW	
This course is designed for students with no prior programming experience. This course introduces fundamental concepts of programming and data analysis. Topics included data types, control structures, functions, arrays, files, object-oriented programming, data structure, data wrangling, data plotting and visualization.	
LEARNING OUTCOME	
After successful completion of this course students should be able to: 1. Understand the key concepts of programming and data science 2. Apply basic object-oriented concepts such as classes, instances and methods 3. Read and analyze code written by others 4. Understand the importance of algorithm to solve a problem, to translate the design into a working program 5. Apply techniques for testing and debugging 6. Learn software testing and software development strategies	
CLASS HOURS	
Total Program Duration:	3 Weeks in Total
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)
LEARNING RESOURCES	
Required Textbook	
Textbook: There is no textbook for this course but the following books and links may be useful. Zelle, J. (2016). <i>Python Programming: An Introduction to Computer Science</i> , 3rd Edition. Franklin, Beedle & Associates. Gaddis, T. (2015). <i>Starting Out with Python</i> . Pearson.	
Reference Books & Online Resources	
N/A	
Suggested Textbook	
N/A	
Other Teaching Methods	
N/A	



COURSE INFORMATION			
Course Code:	BIS501	Level:	Postgraduate
		Credit:	3
Course Title:	Introduction to Programming and Data Analysis		
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Introduction to the Course and Python Programming Input, Processing, Output Data types and Variable	Lecture slides
	2	Decision Structures and Boolean Logic Repetition Structures	Lecture slides
	3	Functions Files and Exceptions	Lecture slides
	4	Lists and Tuples Dictionaries and Sets	Lecture slides
	5	Classes and Object-Oriented Programming	Lecture slides
2	1	Data structures, testing and software development strategies Introduction to Pandas Data Loading, Storage & File Format	Lecture slides
	2	Data Wrangling: Clean, Transform, Merge, Reshape	Lecture slides
	3	Plotting and Visualization I	Lecture slides
	4	Plotting and Visualization II	Lecture slides
	5	Quiz Deadline: Group Assignment	
3	1	Introduction to Web APIs Accessing data- Web APIs	Lecture slides
	2	Using APIs	Lecture slides
	3	Building APIs	Lecture slides
	4	Revision	
	5	Final Exam	
ASSESSMENT			
Assessment Task		Percent (%)	
Attendance/Participation		10%	
Group Assignment		30%	
Quiz		20%	
Final Exam		40%	
Total		100%	



COURSE INFORMATION

Course Code: BIS501

Level: Postgraduate

Credit: 3

Course Title: Introduction to Programming and Data Analysis

DETAILS ON GRADE COMPONENTS

Class Attendance and Participation

Class lectures will be a mix of traditional lectures and time spent working together on applications and exercises. To free up more time for working through problems together, students should read the relevant chapter before coming to the class. Discussion sessions will be used to allow students to clarify their understanding of the topics from the lecture and textbook.

If students miss more than 5 classes and did not receive permission from the instructor, they will automatically get a letter grade of F for this class, which is a failing grade. If a student has to miss class due to some personal emergencies or family issues, he/she should inform the TA or the instructor to get permission immediately. And students are held responsible for the class materials and homework for the class they will miss.

Class participation is highly encouraged by the instructor, and the instructor will provide opportunities for the students to participate during the class period. Students should read all assigned reading materials to be well prepared for discussion.

Group Programming Assignment (4 students per group)

Topics will be provided to you, however, you can select your own topic based on approval by your lecturer.

This assignment will assess your design, documentation, testing, functional implementation and presentation skills.

The group is expected to work as a team. All the group members MUST involve in group discussion, contribute to the overall quality of the group report.

Any evidence of students freeloading within a group will get Zero.

More detailed assessment guidelines will be provided in class.

Quiz

The quiz will be held at the end of 2nd week. Lecture slides from day 1 to 9 will help students prepare for the test.

Final Exam

Final exam will assess your practical skills and theoretical skills

Revision of the course content, participation in class activities, and successful completion of the assessment activities throughout the semester will help you to prepare for the exam.

Question type:

1. MCQs
2. Short answers
3. Problem-solving

Detailed information on the final exam will be provided by the lecturer in class



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UNIVERSITY POLICIES

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with the university's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the program administrator as a next step.

Academic Integrity

Your commitment, as a student, to learning is evidenced by your enrollment at the university. You are expected to be honest in all your academic course work. Faculty members are required to report all infractions to the program administrator.

Using the ideas, data, or language of another without specific or proper acknowledgement is dishonest. We will not accept work that includes copied and pasted information; all information or ideas included in your assignments must be in your own words. If you use ideas of others, whether they are "experts" writing for websites, friends from class, or other individuals, you must provide proper citations and references in the assignment.

Campus Policy on Disabilities

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please notify the instructor or program administrator as soon as possible, in order to make the appropriate accommodation.

Accommodation to Students' Religious Holidays

It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three (3) days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: BUS502	Level: Postgraduate
Credit: 3	
Course Title: Information Systems Strategy and Sourcing	
PREREQUISITE	
None	
COURSE OVERVIEW	
<p>Information System Strategy and Sourcing is an advanced post-graduate business school course designed to introduce the student to contemporary methods and techniques of integrating Information Technology (IT) into organizational strategies. In today’s modern world of business, digital capability is critical to success; firms that do not have digital strategies will likely fail. This course will cover the diffusion of IT into key functional areas of the firm, such as operations, marketing, finance, HR management, and other lone and staff functions. Explicit coverage will be given to big data technologies and cloud computing; discussion of data-oriented specialists; emerging IT areas such as blockchain, virtual and augmented reality, machine learning, artificial intelligence, and Process Virtualization Theory. Finally, we will also discuss such critical current topics as mobile security, fake news, troll factories, and cybersecurity frameworks. Students will be expected to engage in lecture/discussion with the instructor, participate in in-class exercises, and provide presentations of case studies from the text.</p>	
LEARNING OUTCOME	
<p>Upon successful completion of the requirements for this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Obtain a deep appreciation and understanding of the strategic role played by Information Technology (IT) in essentially all organizations, worldwide, today. 2. Skill in how to analyze and organize information according to frameworks and concepts derived from the growing academic subject field of IT. 3. Knowledge of how organizations can create value from sound IT management, including the collection of data, “deep dive” methodologies of analysis, and development of predictive analytic models for data interpretation and usage. 4. Insight into how organizations create and execute strategies for IT competence and the inclusion of these strategies in the overall strategic framework of the firm. 5. Appreciation of the current debate surrounding personal privacy and information, and how this impacts the usage of IT management today 	
CLASS HOURS	
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Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)
LEARNING RESOURCES	
Required Textbook	
<p>Piccoli, G. & Pigni, F.(2019). <i>Information Systems for Managers with Cases</i>. 4th Edition. Prospect Press. [This text is available in both e-book and paperback. While the prior edition 3.0 (2016) of this text is acceptable, students are highly encouraged to access this most recent updated version.]</p>	



COURSE INFORMATION			
Course Code:	BUS502	Level:	Postgraduate
Credit:	3		
Course Title:	Information Systems Strategy and Sourcing		
LEARNING RESOURCES			
Suggested Textbook			
Turban, E., & Volonino, L, & Wood, G.R.(2015). <i>Information Technology for Management</i> . 10th Edition. Wiley.			
Other Teaching Methods			
None			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Introduction to the Course; Expectations, Requirements and Assignments. Read: Information Systems and Role of General and Functional Managers	Chapter 1
	2	Information Systems Defined	Chapter 2
	3	Organizational Information Systems and Their Impact	Chapter 3
	4	The Changing Competitive Environment	Chapter 4
	5	Review of the Week	
2	1	Digital Business	Chapter 5
	2	Strategic Information Systems Planning	Chapter 6
	3	Value Creation and Strategic Information Systems	Chapter 7
	4	Value Creation with Information Systems	Chapter 8
	5	Review of the week	
3	1	Appropriating IT-Enabled Value Over Time	Chapter 9
	2	Funding Information Systems	Chapter 10
	3	Creating Information Systems Information Systems Trends Cybersecurity, Privacy, and Ethics	Chapter 11 Chapter 12 Chapter 13
	4	Presentation	
	5	Final Exam	
ASSESSMENT			
Assessment Task			Percent (%)
Attendance/Participation			10%
Mid-Term Exam			30%
Group Presentation			20%
Final Exam			40%
Total			100%



COURSE INFORMATION					
Course Code:	BUS502	Level:	Postgraduate	Credit:	3
Course Title:	Information Systems Strategy and Sourcing				
DETAILS ON GRADE COMPONENTS					
Attendance and Participation <p>Students are required to attend all classes and participate actively. Students should treat their classroom obligations as they would treat any serious professional engagement. Your participation grade will be based on the instructor's assessment of how well you contribute to classroom dynamics relative to your class peers.</p> <p>NB: In case of an absence, the student is responsible for the materials and assignments for that class; it is the student's responsibility to inform the instructor regarding absences and assignments that are missed. Unexcused absence from three or more scheduled class sessions will be grounds for failure in this course. If you do have to miss class due to a personal emergency, please let the instructor know as soon as possible. Such emergencies will be dealt with on a case-by-case basis.</p> <p>Participation grades will be based on quality (an in-class performance that reflects intellectual depth, insightfulness, and contribution to class learning) and quantity (consistency and regularity of performance). Accordingly, you are expected to read the related chapters before participating in the class. Be prepared to be called upon to "open" a class discussion by presenting your full analysis and thoughts on the assigned topic at the start of class, or to be asked through a "cold call" for comment during the discussion.</p> <p>The grading of class participation is necessarily a subjective exercise. However, high-quality comments have one or more of the following characteristics: (1) insightfulness, (2) appropriate application of course concepts, and (3) advancement of the in-class discussion at hand.</p> <p>Some specific criteria for evaluating discussion contributions are:</p> <ul style="list-style-type: none">• Does the student demonstrate an eagerness to participate?• Is the student a good listener? Does he/she build on others' comments?• Is the student willing to interact with other class members?• Are the points made relevant to the discussion? Are they linked to others' comments?• Do comments demonstrate evidence of in-depth analysis of the case?• Do comments add to our understanding of the situation?• Do comments make a substantive contribution to the advancement of our analysis?• Is there a willingness to test new ideas, or are the comments "safe?"• Do comments show an understanding of concepts or analytical techniques properly applied to the current situation?• Is the student presenting insightful quantitative analysis (when required)?• Is the student demonstrating ethical considerations and insights?					



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DETAILS ON GRADE COMPONENTS																
Group Case Presentation Beginning on p. 379 of the text (latest edition) are ten case studies. Students will be required to form a group (maximum of three students), select a case, and then make an in-class presentation of the case using PowerPoint slides. See the cases for questions to be addressed in the presentation. A maximum of fifteen minutes will be allowed for the presentation, and class Q&A will follow. One grade will be given to all group members.																
Final Exam The exam will consist of 5 questions. All questions worth 10 marks each, totaling 50 marks. Exam format depends on the course instructor and is subject to change. Further instructions will be provided by the course instructor.																
Course Grading Upon completion of this course, you receive a final grade. A final grade is a letter grade that carries with it a numerical value, as outlined below.																
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For Post-Graduate Students To pass this subject, students are required to obtain Grade B or above in order to satisfy all the intended learning outcomes.																
For Undergraduate Students To pass the subject, students are required to obtain Grade C or above in order to satisfy all the intended learning outcomes.																



COURSE INFORMATION				
Course Code:	BUS502	Level:	Postgraduate	Credit: 3
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ACADEMIC INTEGRITY & ACCOMMODATION				
E-classroom Protocol				
<p>Students are expected to attend every e-class, having completed any assigned prior readings, and participate thoughtfully throughout. Cell phones must be turned off.</p> <p>Class materials (e.g., readings, lecture notes, and lecture slides) can be downloaded from the class team on Microsoft Teams. All assignments must be submitted on Microsoft Teams, and your grades will also be released on Teams.</p> <p>Please make a sincere attempt to join each e-class on time as it is difficult to educate fellow classmates with constant interruptions. Your attendance will be taken by the teaching assistant, and all absences must be requested in advance. Failure to comply may result in participation grade deduction. Students are expected to follow up with assignments and readings for all missing classes, and students should reach out to professor and teaching assistant in submitting required makeup assignments.</p>				
UNIVERSITY POLICIES				
General Expectations, Rights and Responsibilities of the Student				
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Academic Integrity				
<p>Your commitment, as a student, to learning is evidenced by your enrollment at the university. You are expected to be honest in all your academic course work. Faculty members are required to report all infractions to the program administrator.</p> <p>Using the ideas, data, or language of another without specific or proper acknowledgement is dishonest. We will not accept work that includes copied and pasted information; all information or ideas included in your assignments must be in your own words. If you use ideas of others, whether they are “experts” writing for websites, friends from class, or other individuals, you must provide proper citations and references in the assignment.</p>				
Campus Policy on Disabilities				
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Accommodation to Students' Religious Holidays				
<p>It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three (3) days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.</p>				



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: BUS512	Level: Postgraduate Credit: 3
Course Title: Doing Business in Asia	
PREREQUISITE	
N/A	
COURSE OVERVIEW	
<p>Rapid economic growth in most part of Asia has resulted in the emergence of large and small enterprises which are organized in different ways compared to their western counterpart. This course examines and discuss business practices, leadership, culture, key countries and their governance and enterprises in Asia. This course is divided into three parts. The first part introduces students to the basics of the evolving economic context in which Asian businesses are embedded. The second part examines the importance of cultural intelligence in developing business leaders in Asia. This part also discusses institutional, governance, political, social and economic environments in Asia. The third part of this course focuses on some of the fastest growing economics in Asia, e.g. China, India and East Asia in particular, where students are required to do an (1) interim group presentation, and a (2) final group presentation.</p>	
LEARNING OUTCOME	
<p>After successful completion of this course students should be able to:</p> <ol style="list-style-type: none"> 1. Understand the drivers for rapid economic growth in Asia 2. Develop a comprehensive understanding on business environment in Asia 3. Identify, understand the challenges for doing business in Asia and able to develop strategies to overcome those challenges 4. Appreciate and understand diversities and commonalities in business environment in Asia <p>General Skills: Appreciate and understand cultural diversity Conduct scientific research Develop interpersonal and communication skills</p>	
CLASS HOURS	
Total Program Duration:	3 Weeks in Total
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)
LEARNING RESOURCES	
Required Textbook	
[HW] Hasegawa, H., & Witt, M. A. (2019). <i>Asian Business and Management: Theory, Practice and Perspectives</i> . 3rd Edition. Springer.	
Reference Books & Online Resources	
An "extended syllabus" will be posted, which includes discussion points and suggested readings.	
Suggested Textbook	
[GTI] Goto, K., Endo, T., & Ito, A. (2020). <i>The Asian Economy: Contemporary Issues and Challenges</i> . 1st Edition. Routledge.	
Other Teaching Methods	
N/A	



COURSE INFORMATION			
Course Code: BUS512		Level: Postgraduate	Credit: 3
Course Title: Doing Business in Asia			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Part 1. Introduction: Doing Business in a Dynamically Evolving Asian Economy – contexts and frameworks. Introduction to the Course: Asian Business Systems in the Asian Economy.	Introduction [GTI] Chapter 1
	2	Understanding the Dynamics of the Contemporary Asian Economy	[GTI] Chapter 2
	3	Part 2. Asian Business Systems: Major Issues of Asian Business and Management. The Idea of a Business System	[HW] Chapter 1
	4	Asian Cultures and Business Systems and Corporate Governance in Asia	[HW] Chapters 2 & 3
	5	Human Resource Management, and Technology Development in Asia	[HW] Chapters 4 & 5 [GTI] Chapter 7
2	1	Family Business Groups in Asia	[HW] Chapter 6
	2	Introduction to Economic Integration and Global Value Chains	[GTI] Chapter 4
	3	Interim Group Presentations	NA
	4	MNEs in Asia	[HW] Chapter 7
	5	Regionalism and Production Networks in Asia	[HW] Chapter 8
3	1	ESG Policies and Practices in Asia: Toward Contingent Convergence	[HW] Chapter 9
	2	Part 3. Varieties of Business Systems in Asia Final Presentations 1: Group A: The Business system of China Group B: The Business system of India Group C: The Business system of Indonesia	[HW] Chapters 10-12
	3	Final Presentations 2: Group D: The Business system of Japan Group E: The Business system of Korea Group F: The Business system of Malaysia	[HW] Chapters 13-15
	4	Final Presentations 3: Group G: The Business system of Singapore Group H: The Business system of Vietnam	[HW] Chapters 16 & 17
	5	Wrapping Up and Thinking of Emerging Issues – Mainstreaming Sustainability into Business?	



COURSE INFORMATION		
Course Code: BUS512	Level: Postgraduate	Credit: 3
Course Title: Doing Business in Asia		
ASSESSMENT		
Assessment Task	Percent (%)	
Attendance and Participation in class Discussion	15%	
Interim Group Presentation	10%	
Final Group Presentation	30%	
Individual Final Report	45%	
Total	100%	
DETAILS ON GRADE COMPONENTS		
<p>Active participation is highly encouraged. During the course, students are required to work in groups (assigned randomly by the lecturer) to prepare for the (1) Interim group presentation and (2) Final group presentation. Students should read the relevant chapter(s) assigned for each class in advance (optional, however, when the assigned reading is from the suggested textbook). Discussion sessions will be used to give students an opportunity to clarify their understanding of the topics from the lectures, and may also involve discussions from the suggested readings, which will be highlighted in the supplementary Class Note (Extended Syllabus).</p> <p>Class Attendance and Participation If students miss more than 5 classes and did not receive permissions from the instructor, they will automatically get a letter grade of F for this class, which is a failing grade. If a student has to miss class due to some personal emergencies or family issues, he/she should inform the TA or the instructor to get permission immediately. And students are held responsible for the class materials and homework for the class they will miss.</p> <p>Interim Group Presentation Every student will be assigned randomly to a group, which size is conditional on how many students would enroll into this class. There will be a total of 8 groups. Each group will be automatically assigned to a target country in which they must analyze the national/local business environment that allows further identification of potential areas of business intervention and/or investment. In this, the presentation should include a concise summary of the respective chapters assigned, and further identify one or more target sectors (industries) for further investigation. The group is expected to work as a team. All the group members MUST be involved in group discussions, and contribute to the overall quality of the report. Any evidence of students free-riding within a group will get a zero.</p> <p>Final Group Presentation The final group presentation will be based on the interim presentation, where the group must come up with a business strategy in their respective target countries. The presentations must include a brief country analysis, which allows them to identify potential sectors for intervention and/or investment, which should be based on solid analysis of the national/local business and economic contexts. It should clearly link the analytical perspectives that have been addressed in class. Again, the group is expected to work as a team. All the group members MUST be involved in group discussions, and contribute to the overall quality of the report. Any evidence of students free-riding within a group will get a zero.</p>		



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DETAILS ON GRADE COMPONENTS														
<p>Individual Final Report</p> <p>The individual final report must be written individually. The report must include the following two parts.</p> <p>Part 1: This part should be based on the interim and final group presentations, and it is an extended write-up of the oral group presentations. The tables and figures produced in group work can be shared among the group members, <u>however the write-up must be done individually</u>. In addition, the report must contain additional analyses which pertains to sustainability and corporate social responsibility.</p> <p>Part 2: This part should be completely individual, where each student must identify a company that operates in their respective target countries, and provide an analysis of the success and/or failure of that company in light of 2 or more perspectives which we have addressed in class, such as changing business and economic environments, cultural aspects, human resource management, technology and innovation, business groups, and regional integration and global value chains.</p> <p>The individual final report should be about 1500-2000 words. A list of reference must be attached. Plagiarism/ similarity of the report will be checked. More detailed guidelines will be provided in class.</p>														
COURSE GRADING														
<p>Upon completion of this course, you receive a final grade. The final grade is a letter grade that carries with it a numerical value, as outlined below.</p> <table border="1" data-bbox="564 1028 1021 1270"> <thead> <tr> <th>Grade</th> <th>Percentage %</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>80-100</td> </tr> <tr> <td>B</td> <td>70-79</td> </tr> <tr> <td>C</td> <td>60-69</td> </tr> <tr> <td>D</td> <td>50-59</td> </tr> <tr> <td>E</td> <td>0-49</td> </tr> </tbody> </table>			Grade	Percentage %	A	80-100	B	70-79	C	60-69	D	50-59	E	0-49
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<p>For Post-Graduate Students</p> <p>To pass this subject, students are required to obtain Grade B or above in order to satisfy all the intended learning outcomes.</p> <p>For Undergraduate Students</p> <p>To pass the subject, students are required to obtain Grade C or above in order to satisfy all the intended learning outcomes.</p>														
ACADEMIC INTEGRITY & ACCOMMODATION														
<p>E-classroom Protocol</p> <p>Students are expected to attend every e-class, having completed any assigned prior readings, and participate thoughtfully throughout. Cell phones must be turned off.</p> <p>Class materials (e.g., readings, lecture notes, and lecture slides) can be downloaded from the class team on Microsoft Teams. All assignments must be submitted on Microsoft Teams, and your grades will also be released on Teams.</p> <p>Please make a sincere attempt to join each e-class on time as it is difficult to educate fellow classmates with constant interruptions. Your attendance will be taken by the teaching assistant, and all absences must be requested in advance. Failure to comply may result in participation grade deduction. Students are expected to follow up with assignments and readings for all missing classes, and students should reach out to professor and teaching assistant in submitting required makeup assignments.</p>														



COURSE SYLLABUS			
COURSE INFORMATION			
Course Code:	FIN504	Level:	Postgraduate
		Credit:	3
Course Title:	Investment and Portfolio Management		
PREREQUISITE			
A course in fundamental finance or equivalent			
COURSE OVERVIEW			
This course will provide students with a solid background and understanding of key issues involved in investment analysis and portfolio management. Students will learn the theory and practical skills necessary to evaluate investment proposals that meet financial aims. Students will also develop the ability to apply the key principles and best practices in portfolio management, and evaluate different investment strategies.			
LEARNING OUTCOME			
After successfully completing this course, students should be able to:			
1. Understand major asset classes and financial instruments			
2. Describe the characteristics of various groups in the funds management industry			
3. Analyse financial data in order to assess a particular investment or investment strategy			
4. Understand modern portfolio theory and asset allocation			
5. Evaluate market efficiency and its implications for investment and portfolio management			
CLASS HOURS			
Total Program Duration:	3 Weeks in Total		
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)		
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecture & 60 Minutes of Tutorial per		
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)		
LEARNING RESOURCES			
Required Textbook			
Bodie, Z., Kane, A., Marcus, A. (2021). <i>Investments</i> . 12th Edition. McGraw-Hill			
Reference Books & Online Resources			
N/A			
Suggested Textbook			
N/A			
LEARNING RESOURCES			
Other Teaching Methods			
Lecture slides, supplementary readings and other supporting teaching materials			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Investment environment, asset classes and how securities are traded	Chapters 1-3
	2	Risk and returns	Chapter 5
	3	Market model	Chapter 8
	4	ETFs, mutual funds and hedge funds	Chapters 4 & 26
	5	Excel refresher, Quiz #1	Lecture slides



COURSE INFORMATION			
Course Code:	FIN504	Level: Postgraduate	Credit: 3
Course Title:	Investment and Portfolio Management		
WEEKLY SCHEDULE			
2	1	Efficient market hypothesis	Chapter 11
	2	Capital allocation to risky assets	Chapter 6
	3	Efficient diversification	Chapter 7
	4	Efficient diversification (con't), Quiz #2	Chapter 7
	5	Capital asset pricing model	Chapter 9
3	1	Multifactor models	Chapter 10
	2	Size, value and momentum	Chapter 13
	3	Performance evaluation, Quiz #3	Chapter 24
	4	Course Review	Lecture slides
	5	Final Exam	
ASSESSMENT			
Assessment Task			Percent (%)
Attendance (5%)/Participation (5%)			10%
Group Assignment (x1 assignment)			30%
Mid-Term Exam/Quiz (x 3 @ 10% each)			30%
Final Exam			30%
Total			100%
DETAILS ON GRADE COMPONENTS			
Assignment			
The assignment is addressed in group of three students (the group size is determined by total enrollment for the course). Failure to turn in the assignment will result in 0 mark. At the end of the semester all students will be allowed to submit a form evaluating the contributions of their teammates. Penalties will be assigned to a student only if there is a consensus that his or her contributions were significantly lower than those of the rest of the team.			
Midterm/Quiz			
There are 3 quizzes, conducted during class time. Each quiz is worth 10% and will run for about 40 minutes			
DETAILS ON GRADE COMPONENTS			
Exam			
The final exam will be cumulative. Students experiencing medical and family emergencies will be given an opportunity to take a makeup exam; the exam makeup will occur after the regular exam and will differ from the original exam. The time of the exam makeup will be at my discretion, and I reserve the right to ask for documentation of all requests for this.			
Class Participation			
Course participation is required (5%)			



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: FIN520	Level: Postgraduate Credit: 3
Course Title: Risk Management and Derivatives	
PREREQUISITE	
Financial Management, Calculus, and Statistics. Students who have not met those prerequisites must obtain a permission from the course instructor in order to take this course.	
COURSE OVERVIEW	
<p>This course is designed to provide students with in-depth knowledge of important concepts about risks and risk management in business. Students will learn how to carry out detailed analysis of the measurement of financial risk and get familiar with the tools and techniques to manage financial risk. While the emphasis is on financial risk, students will be exposed to broader areas where risk and risk management are relevant. For example, how to reduce operational risk is normally considered outside the traditional field of financial risk management, but it is a common risk in business with potentially big consequences. Duration matching is a risk-hedging technique widely used in the banking industry that can be applied to managing a business's cash flows and its debt policy. All the concepts and techniques introduced in this course are closely related one way or the other. Successful completion of the course will help to identify the best strategy of decision-making process. Topics include risk and return, mapping out the landscape of risk, financial disasters and insurance, operational risk, understanding bankruptcy, global and foreign currency exchange risk, interest rate risk, credit risk, business and corporate risk, hedging techniques, financial derivatives – futures, call and put options, swaps, and exotic options and swaptions, and how to use them to reduce financial risk. Specifically, students will learn how some of those pricing frameworks are developed and how they are implemented in various situations. A strong quantitative background will be very helpful for the success in this course.</p>	
LEARNING OUTCOMES	
<p>This course is designed to provide students with valuable knowledge, experience and understanding of the risk management and derivatives.</p> <p>Successful completion of the course will allow students to:</p> <ol style="list-style-type: none"> 1. Adopt a holistic view of risk and return; 2. Understand the tools for measuring risks and their limitations; 3. Apply various hedging techniques to manage business and financial risks; 4. price risky assets in a more systematic and economically sound way; 5. Understand the implication of arbitrage-free principle and its critical role in asset pricing; 6. Understand insurance and its role in managing risk, and some fundamental issues in insurance risk management; 7. Understand financial derivatives, how to use them, and their limitations; and 8. Be able to analyze contemporary economic issues such as financial and economic crises, and the role of financial derivatives and innovations in the that context 	
CLASS HOURS	
Total Program Duration:	3 Weeks in Total
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)



COURSE INFORMATION			
Course Code:	FIN520	Level: Postgraduate	Credit: 3
Course Title:	Risk Management and Derivatives		
LEARNING RESOURCES			
Required Textbook			
Hull, J.C. (2017). <i>Fundamentals of Futures and Options Markets</i> , 9th Edition. Pearson.			
Reference Books & Online Resources			
1. Koski, J. L., & Pontiff, J. (1999). <i>How Are Derivatives Used? Evidence from the Mutual Fund Industry</i> . <i>Journal of Finance</i> , 54(2), 791-816.			
2. Stulz, R. M. (2004). <i>Should We Fear Derivatives?</i> . No. w10574. National Bureau of Economic Research.			
3. Taleb, N. N. (2010). <i>The Black Swan: The Impact of the Highly Improbable</i> . 2nd Edition. Random House LLC.			
4. Taleb, N.N. (2008). <i>Fooled by Randomness: The Hidden Role of Chance in Life and in the Markets</i> . Random House LLC.			
5. Ball, P. (2006). <i>Critical Mass</i> . 1st American Edition. Farrar, Straus and Giroux.			
6. Kahneman, D. (2011). <i>Thinking, Fast and Slow</i> . Farrar, Straus and Giroux.			
7. Mandelbrot, B., & Hudson, R. L. (2007). <i>The Misbehavior of Markets</i> . Basic Books.			
Suggested Textbook			
N/A			
Other Teaching Methods			
N/A			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Introduction; Overview of Business Risk and Financial Risk	Chapter 1
	2	Futures markets and central counterparties	Chapter 2
	3	Hedging strategies using futures	Chapter 3
	4	Determination of forward and futures prices	Chapter 5
	5	Mechanics of options markets	Chapter 9
2	1	Trading strategies involving options	Chapter 11
	2	Valuing stock options: Binomial trees and the Black-Scholes-Merton model	Chapter 13
	3	Option hedging: The Greek letters	Chapter 17
	4	Discussion and Review	
	5	Mid-Term Exam	
3	1	Interest Rate risk, Duration-Matching and Interest Rate Futures	Chapter 4 & 6
	2	Interest Rate Swap; Comparative Advantage	Chapter 7
	3	Currency Swap	Chapter 7
	4	Credit Derivatives, Exotic Derivatives	Chapter 23
	5	Final Exam	



COURSE INFORMATION	
Course Code: FIN520	Level: Postgraduate Credit: 3
Course Title: Risk Management and Derivatives	
ASSESSMENT	
Assessment Task	Percent (%)
Attendance/Participation	10%
Quizzes and Assignments	30%
Mid-Term Exam	30%
Final Exam	30%
Total	100%
DETAILS ON GRADE COMPONENTS	
<p>Quizzes and Assignments Quizzes and assignments will be given and collected. They will help students better understand the topics under discussion and provide students the opportunities to work on problems. There is no credit for a late turn-in of the quizzes and assignments unless there is a verifiable reason for the delay.</p> <p>Class Attendance and Participation Students are required to attend all classes and participate actively. Students should treat their classroom obligations as they would treat any serious professional engagement. Your participation grade (10% of the total course grade) will be based on the instructor's assessment of how well you contribute to classroom dynamics relative to your class peers; each class member is expected and encouraged to contribute to the dialogue or discussion. It is important that you read the assigned readings as background information on the issue/topic <i>before</i> each class session. The classroom will provide you an opportunity to present your views and opinions on the topics under discussion, and to help you refine your knowledge and perspective of cross-border management based on these interactions.</p> <p>Please note the following: In case of an absence, the student is responsible for the materials and assignments for that class; it is the student's responsibility to contact the course Teaching Assistant regarding absences and assignments that are missed. Students must submit a one-page write-up summarizing any assigned textbook chapter reading for each missed session; this will be due within one week of the missed session. Unexcused absence from five or more scheduled class sessions (which is a total of 33% of this course) will be grounds for failure. If you do have to miss class due to a personal emergency, please let the Teaching Assistant know as soon as possible. Such emergencies will be dealt with on a case-by-case basis.</p> <p>Participation grades will be based on quality (in-class performance that reflects intellectual depth, insightfulness, and contribution to class learning) and quantity (consistency and regularity of performance). Quality counts more.</p> <p>However, one cannot make quality comments without at least some degree of participation, so in this respect quantity will have some weight. But do keep in mind the following when considering your participation in class discussions: sometimes it's better to remain silent and have others think you are unprepared or a bit dim, rather than speaking out and confirming those suspicions.</p>	



COURSE INFORMATION

Course Code: FIN520	Level: Postgraduate	Credit: 3
Course Title: Risk Management and Derivatives		

DETAILS ON GRADE COMPONENTS

Accordingly, you are expected to come fully prepared and ready to participate for every class. Be prepared to be called upon to “open” a class discussion by presenting your full analysis and thoughts on the assigned topic at the start of class, or to be asked through a "cold call" for comment in the midst of the discussion.

The grading of class participation is necessarily a subjective exercise. However, high- quality comments have one or more of the following characteristics: **(1) insightfulness, (2) appropriate application of course concepts, and (3) advancement of the in-class discussion at hand.** Some specific criteria for evaluating discussion contributions are:

- Does the student demonstrate an eagerness to participate?
- Is the student a good listener? Does he/she build on others’ comments?
- Is the student willing to interact with other class members?
- Are the points made relevant to the discussion? Are they linked to others’ comments?
- Do comments demonstrate evidence of in-depth analysis of the case?
- Do comments add to our understanding of the situation?
- Do comments make a substantive contribution to the advancement of our analysis?
- Is there a willingness to test new ideas, or are the comments “safe?”
- Do comments show an understanding of concepts or analytical techniques properly applied to the current situation?
- Is the student presenting insightful quantitative analysis (when required)?
- Is the student demonstrating ethical considerations and insights?

Exam

An in-class mid-term examination will be administered during the middle of Week 2, and an in-class final examination will be administered at the end of the course. Details of content, exam format, etc. will be announced in class well before the examination dates.

Upon completion of this course, you receive a final grade. A final grade is a letter grade that carries with it a numerical value, as outlined below.

COURSE GRADING

Upon completion of this course, you receive a final grade. The final grade is a letter grade that carries with it a numerical value, as outlined below.

Grade	Percentage %
A	80-100
B	70-79
C	60-69
D	50-59
E	0-49



COURSE INFORMATION

Course Code: FIN520

Level: Postgraduate

Credit: 3

Course Title: Risk Management and Derivatives

COURSE GRADING

For Post-Graduate Students

To pass this subject, students are required to obtain Grade B or above in order to satisfy all the intended learning outcomes.

For Undergraduate Students

To pass the subject, students are required to obtain Grade C or above in order to satisfy all the intended learning outcomes.

ACADEMIC INTEGRITY & ACCOMMODATION

E-classroom Protocol

Students are expected to attend every e-class, having completed any assigned prior readings, and participate thoughtfully throughout. Cell phones must be turned off.

Class materials (e.g., readings, lecture notes, and lecture slides) can be downloaded from the class team on Microsoft Teams. All assignments must be submitted on Microsoft Teams, and your grades will also be released on Teams.

Please make a sincere attempt to join each e-class on time as it is difficult to educate fellow classmates with constant interruptions. Your attendance will be taken by the teaching assistant, and all absences must be requested in advance. Failure to comply may result in participation grade deduction. Students are expected to follow up with assignments and readings for all missing classes, and students should reach out to professor and teaching assistant in submitting required makeup assignments.

UNIVERSITY POLICIES

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with the university's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the program administrator as a next step.

Academic Integrity

Your commitment, as a student, to learning is evidenced by your enrollment at the university. You are expected to be honest in all your academic course work. Faculty members are required to report all infractions to the program administrator.

Using the ideas, data, or language of another without specific or proper acknowledgement is dishonest. We will not accept work that includes copied and pasted information; all information or ideas included in your assignments must be in your own words. If you use ideas of others, whether they are "experts" writing for websites, friends from class, or other individuals, you must provide proper citations and references in the assignment.



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: BUS230	Level: Undergraduate Credit: 3
Course Title: Entrepreneurship and Innovation	
PREREQUISITE	
N/A	
COURSE OVERVIEW	
By doing this unit students will gain an understanding of the constraints and advantages in developing a new venture. Students will learn the theoretical concepts behind the nature and importance of entrepreneurship, frameworks/models to identify and assess opportunities and challenges of a start-up, how to resource and market a startup, and learn the importance of ethics in developing a potential new venture.	
LEARNING OUTCOME	
After successful completion of this course students should be able to:	
<ol style="list-style-type: none"> 1. Learn the theories and practices of entrepreneurship 2. Understand the challenges and opportunities of entrepreneurship 3. Understand and evaluate domestic and international legal, social, political, economic, ethical, and cultural issues of entrepreneurship 4. Identify the importance of creativity, innovation, and network building in entrepreneurship 	
CLASS HOURS	
Total Program Duration:	3 Weeks in Total
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)
LEARNING RESOURCES	
Required Textbook	
Spinelli, S., & Adams, R. (2016). <i>New Venture Creation: Entrepreneurship for the 21st Century (Irwin Management)</i> , 10th Edition. McGraw Hill.	
Reference Books & Online Resources	
<ol style="list-style-type: none"> 1. Ries, E. (2012). <i>The Lean Start-Up</i>. Pearson. 2. Kawasaki, G., & Filby, L. (2015). <i>The Art of the Start: The Time-Tested, Battle-Hardened Guide for Anyone Starting Anything</i>. Portfolio. 3. Kahney, L. (2009). <i>Inside Steve's Brain</i>. Atlantic. 4. Barringer, B. R. (2010). <i>Entrepreneurship: Successfully Launching New Ventures</i>. 3rd Edition. TBS. 5. Wolcott, R., & Lippitz, M. (2009). <i>Grow from Within: Mastering Corporate Entrepreneurship and Innovation</i>. McGraw Hill. 	
Journals:	
<ol style="list-style-type: none"> 1. Journal of Business Venturing 2. Entrepreneurship Theory and Practice 3. Journal of Small Business and Entrepreneurship 4. Venture Capital 5. Small Business Economics 6. Harvard Business Review 	



COURSE INFORMATION		
Course Code: BUS230	Level: Undergraduate	Credit: 3
Course Title: Entrepreneurship and Innovation		
LEARNING RESOURCES		
Suggested Textbook		
N/A		
Other Teaching Methods		
<p>Barringer, Bruce R. & Ireland, R. Duane (2008). <i>'Building a new-venture team'</i>, in <i>Entrepreneurship: successfully launching new ventures</i>, 2nd Edition, Pearson/Prentice Hall, Upper Saddle River, NJ, pp. 254-267.</p> <p>Bessant, J. R. (2003). <i>High-Involvement Innovation: Building and Sustaining Competitive Advantage Through Continuous Change</i>. Wiley. pp. 79-90.</p> <p>Fagerberg, J, Mowery, DC and Nelson, RR (2005). <i>The Oxford Handbook of Innovation</i>, Oxford University Press, NY.</p> <p>Freeman, S. & S.T. Cavusgil (2007). <i>'Entrepreneurial Strategies for Accelerated Internationalization of Smaller Born Globals'</i>, Journal of International Marketing, Vol. 15, No.4, pp.1-40.</p> <p>Freeman, S., Hutchings, K., & Chetty, S. (2012). <i>'Born-globals and Culturally Proximate Markets'</i>, Management International Review, Vol. 52, No.3, pp. 425-460</p> <p>Freeman, S., R. Edwards, & Schroder, B. (2006) <i>'How Smaller Born-global Firms Use Networks and Alliances to Overcome Constraints to Rapid Internationalization'</i>, Journal of International Marketing, Vol. 14, No.3, pp. 33-63.</p> <p>Hisrich, Robert D., Peters, Michael P. & Shepherd, Dean A. (2010), <i>'Entrepreneurial strategy: generating and exploiting new entries'</i>, in <i>Entrepreneurship</i>, 8th edition, McGraw-Hill/Irwin, New York, pp. 64-90.</p> <p>Online Learning</p> <ol style="list-style-type: none">1. www.ausindustry.gov.au2. www.austrade.gov.au3. www.noie.gov.au4. www.mckinsey.com / www.ipaustralia.com.au5. www.wipo.org6. www.ted.com/talks/tags/entrepreneur7. www.business.gov.au8. www.wdc-econdev.com		



COURSE INFORMATION			
Course Code: BUS230		Level: Undergraduate	Credit: 3
Course Title: Entrepreneurship and Innovation			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Part I: Introduction • Course Introduction • What is entrepreneurship, why it matters • Size, rate of growth and types of entrepreneurship around the world and in Australia • The Entrepreneurial Mind	Lecture Slides & Chapter 2
	2	• The Global Entrepreneurial Revolution • Entrepreneurs and Ventures	Lecture Slides & Chapter 1
	3	Part II: Opportunity • The entrepreneurial Process: Effectuation and Causation • E-Commerce and Sustainable Enterprise Movements	Lecture Slides & Chapter 3 & 4
	4	• Opportunities for Social Entrepreneurship • Creativity, Innovation and International Entrepreneurship	Lecture Slides & Chapter 5 & 6
	5	Part III: The Founder and Team • The Entrepreneurial Leader and the Team • Ethical Decision Making and the Entrepreneur	Lecture Slides & Chapter 8 & 9
2	1	Part IV: Financing Entrepreneurial Ventures • Resource Requirements • Franchising • Entrepreneurial Finance	Lecture Slides & Chapter 10-12
	2	Obtaining Venture and Growth Capital	Lecture Slides & Chapter 13
	3	The Deal: Valuation, Structure, and Negotiation	Lecture Slides & Chapter 14
	4	Obtaining Debt Capital	Lecture Slides & Chapter 15
	5	Deadline: Group Assignment & Presentation	
3	1	Part V: Start-up & Beyond Managing Uncertainty and Risk. The Role of Governance	Lecture Slides
	2	Leading Rapid Growth, Crises, and Recovery	Lecture Slides & Chapter 16
	3	The Family as Entrepreneur	Lecture Slides & Chapter 17
	4	Revision	
	5	Final Exam	



COURSE INFORMATION		
Course Code: BUS230	Level: Undergraduate	Credit: 3
Course Title: Entrepreneurship and Innovation		
ASSESSMENT		
Assessment Task	Percent (%)	
Attendance/Participation	10%	
Group Assignment	25%	
Group Presentation	25%	
Final Exam (Open Book)	40%	
Total	100%	
DETAILS ON GRADE COMPONENTS		
Class Attendance and Participation Class lectures will be a mix of traditional lectures and time spent working together on applications and exercises. To free up more time for working through problems together, students should read the relevant chapter before coming to the class. Discussion sessions will be used to allow students to clarify their understanding of the topics from the lecture and textbook. If students miss more than 5 classes and did not receive permission from the instructor, they will automatically get a letter grade of F for this class, which is a failing grade. If a student has to miss class due to some personal emergencies or family issues, he/she should inform the TA or the instructor to get permission immediately. And students are held responsible for the class materials and homework for the class they will miss. Class participation is highly encouraged by the instructor, and the instructor will provide opportunities for the students to participate during the class period. Students should read all assigned reading materials to be well prepared for discussion.		
Group Assignment (4 students per group, 3000 words) 1. Theme: Write a Business plan (analyze business opportunities, Team building and Source of finance) 2. More detailed assessment guidelines will be provided in class. 3. The group is expected to work as a team. All the group members MUST involve in group discussion, contribute to the overall quality of the group report. 4. Any evidence of students freeloading within a group will get Zero.		
Group Presentation 1. Group presentation based on the group assignment 2. All group members must participate.		
Final Exam (Open Book): 1. MCQs 2. Case study 3. Open Questions Detailed information on the final exam will be provided by the lecturer in class.		



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: BUS530	Level: Postgraduate Credit: 3
Course Title: Entrepreneurship and Innovation	
PREREQUISITE	
N/A	
COURSE OVERVIEW	
By doing this unit students will gain an understanding of the constraints and advantages in developing a new venture. Students will learn the theoretical concepts behind the nature and importance of entrepreneurship, frameworks/models to identify and assess opportunities and challenges of a start-up, how to resource and market a startup, and learn the importance of ethics in developing a potential new venture.	
LEARNING OUTCOME	
After successful completion of this course students should be able to:	
<ol style="list-style-type: none"> 1. Learn the theories and practices of entrepreneurship 2. Understand the challenges and opportunities of entrepreneurship 3. Understand and evaluate domestic and international legal, social, political, economic, ethical, and cultural issues of entrepreneurship 4. Identify the importance of creativity, innovation, and network building in entrepreneurship 	
CLASS HOURS	
Total Program Duration:	3 Weeks in Total
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)
LEARNING RESOURCES	
Required Textbook	
Spinelli, S., & Adams, R. (2016). <i>New Venture Creation: Entrepreneurship for the 21st Century (Irwin Management)</i> , 10th Edition. McGraw Hill.	
Reference Books & Online Resources	
<ol style="list-style-type: none"> 1. Ries, E. (2012). <i>The Lean Start-Up</i>. Pearson. 2. Kawasaki, G., & Filby, L. (2015). <i>The Art of the Start: The Time-Tested, Battle-Hardened Guide for Anyone Starting Anything</i>. Portfolio. 3. Kahney, L. (2009). <i>Inside Steve's Brain</i>. Atlantic. 4. Barringer, B. R. (2010). <i>Entrepreneurship: Successfully Launching New Ventures</i>. 3rd Edition. TBS. 5. Wolcott, R., & Lippitz, M. (2009). <i>Grow from Within: Mastering Corporate Entrepreneurship and Innovation</i>. McGraw Hill. 	
Journals:	
<ol style="list-style-type: none"> 1. Journal of Business Venturing 2. Entrepreneurship Theory and Practice 3. Journal of Small Business and Entrepreneurship 4. Venture Capital 5. Small Business Economics 6. Harvard Business Review 	



COURSE INFORMATION		
Course Code: BUS530	Level: Postgraduate	Credit: 3
Course Title: Entrepreneurship and Innovation		
LEARNING RESOURCES		
Suggested Textbook		
N/A		
Other Teaching Methods		
<p>Barringer, Bruce R. & Ireland, R. Duane (2008). <i>'Building a new-venture team'</i>, in <i>Entrepreneurship: successfully launching new ventures</i>, 2nd Edition, Pearson/Prentice Hall, Upper Saddle River, NJ, pp. 254-267.</p> <p>Bessant, J. R. (2003). <i>High-Involvement Innovation: Building and Sustaining Competitive Advantage Through Continuous Change</i>. Wiley. pp. 79-90.</p> <p>Fagerberg, J, Mowery, DC and Nelson, RR (2005). <i>The Oxford Handbook of Innovation</i>, Oxford University Press, NY.</p> <p>Freeman, S. & S.T. Cavusgil (2007). <i>'Entrepreneurial Strategies for Accelerated Internationalization of Smaller Born Globals'</i>, Journal of International Marketing, Vol. 15, No.4, pp.1-40.</p> <p>Freeman, S., Hutchings, K., & Chetty, S. (2012). <i>'Born-globals and Culturally Proximate Markets'</i>, Management International Review, Vol. 52, No.3, pp. 425-460</p> <p>Freeman, S., R. Edwards, & Schroder, B. (2006) <i>'How Smaller Born-global Firms Use Networks and Alliances to Overcome Constraints to Rapid Internationalization'</i>, Journal of International Marketing, Vol. 14, No.3, pp. 33-63.</p> <p>Hisrich, Robert D., Peters, Michael P. & Shepherd, Dean A. (2010), <i>'Entrepreneurial strategy: generating and exploiting new entries'</i>, in <i>Entrepreneurship</i>, 8th edition, McGraw-Hill/Irwin, New York, pp. 64-90.</p> <p>Online Learning</p> <ol style="list-style-type: none">1. www.ausindustry.gov.au2. www.austrade.gov.au3. www.noie.gov.au4. www.mckinsey.com / www.ipaustralia.com.au5. www.wipo.org6. www.ted.com/talks/tags/entrepreneur7. www.business.gov.au8. www.wdc-econdev.com		



COURSE INFORMATION			
Course Code: BUS530		Level: Postgraduate	Credit: 3
Course Title: Entrepreneurship and Innovation			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Part I: Introduction • Course Introduction • What is entrepreneurship, why it matters • Size, rate of growth and types of entrepreneurship around the world and in Australia • The Entrepreneurial Mind	Lecture Slides & Chapter 2
	2	• The Global Entrepreneurial Revolution • Entrepreneurs and Ventures	Lecture Slides & Chapter 1
	3	Part II: Opportunity • The entrepreneurial Process: Effectuation and Causation • E-Commerce and Sustainable Enterprise Movements	Lecture Slides & Chapter 3 & 4
	4	• Opportunities for Social Entrepreneurship • Creativity, Innovation and International Entrepreneurship	Lecture Slides & Chapter 5 & 6
	5	Part III: The Founder and Team • The Entrepreneurial Leader and the Team • Ethical Decision Making and the Entrepreneur	Lecture Slides & Chapter 8 & 9
2	1	Part IV: Financing Entrepreneurial Ventures • Resource Requirements • Franchising • Entrepreneurial Finance	Lecture Slides & Chapter 10-12
	2	Obtaining Venture and Growth Capital	Lecture Slides & Chapter 13
	3	The Deal: Valuation, Structure, and Negotiation	Lecture Slides & Chapter 14
	4	Obtaining Debt Capital	Lecture Slides & Chapter 15
	5	Deadline: Group Assignment & Presentation	
3	1	Part V: Start-up & Beyond Managing Uncertainty and Risk. The Role of Governance	Lecture Slides
	2	Leading Rapid Growth, Crises, and Recovery	Lecture Slides & Chapter 16
	3	The Family as Entrepreneur	Lecture Slides & Chapter 17
	4	Revision	
	5	Final Exam	



COURSE INFORMATION		
Course Code: BUS530	Level: Postgraduate	Credit: 3
Course Title: Entrepreneurship and Innovation		
ASSESSMENT		
Assessment Task	Percent (%)	
Attendance/Participation	10%	
Group Assignment	25%	
Group Presentation	25%	
Final Exam (Open Book)	40%	
Total	100%	
DETAILS ON GRADE COMPONENTS		
Class Attendance and Participation Class lectures will be a mix of traditional lectures and time spent working together on applications and exercises. To free up more time for working through problems together, students should read the relevant chapter before coming to the class. Discussion sessions will be used to allow students to clarify their understanding of the topics from the lecture and textbook. If students miss more than 5 classes and did not receive permission from the instructor, they will automatically get a letter grade of F for this class, which is a failing grade. If a student has to miss class due to some personal emergencies or family issues, he/she should inform the TA or the instructor to get permission immediately. And students are held responsible for the class materials and homework for the class they will miss. Class participation is highly encouraged by the instructor, and the instructor will provide opportunities for the students to participate during the class period. Students should read all assigned reading materials to be well prepared for discussion.		
Group Assignment (4 students per group, 3000 words) 1. Theme: Write a Business plan (analyze business opportunities, Team building and Source of finance) 2. More detailed assessment guidelines will be provided in class. 3. The group is expected to work as a team. All the group members MUST involve in group discussion, contribute to the overall quality of the group report. 4. Any evidence of students freeloading within a group will get Zero.		
Group Presentation 1. Group presentation based on the group assignment 2. All group members must participate.		
Final Exam (Open Book): 1. MCQs 2. Case study 3. Open Questions Detailed information on the final exam will be provided by the lecturer in class.		



COURSE SYLLABUS			
COURSE INFORMATION			
Course Code:	BUS580	Level:	Postgraduate
			Credit: 3
Course Title:	Modelling and Forecasting Financial Time Series		
PREREQUISITE			
Basic Econometrics			
COURSE OVERVIEW			
This unit introduce students with the modelling and forecasting financial time series. The emphasis is on understanding several econometrics models and use these models with real world data to make financial forecast. Students are encouraged to use appropriate computer packages to develop models and analyze data.			
LEARNING OUTCOME			
After successfully completing this course a student should be able to:			
1. Learn to develop and use various time series econometrics methods and related theories,			
2. Interpret time series models and analyze the results			
3. Evaluate and estimate value at risk			
4. Understand the nature of financial volatility			
5. Apply parametric (linear and nonlinear) and nonparametric regression models			
CLASS HOURS			
Total Program Duration:	3 Weeks in Total		
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)		
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)		
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)		
LEARNING RESOURCES			
Required Textbook			
[T] Tsay, R. S. (2010). <i>Analysis of Financial Time Series</i> . 3rd Edition. Wiley.			
Reference Books & Online Resources			
[H] Hamilton, J. D. (1994). <i>Time Series Analysis</i> . 1st Edition. Princeton University Press.			
Suggested Textbook			
N/A			
Other Teaching Methods			
N/A			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Introduction to Financial Time Series and Their Characteristics	Chapter 1
	2	Linear Time Series Analysis and Its Applications I: AR Models, MA Models, Forecasting with ARMA Models	Chapter 2
	3	Linear Time Series Analysis and Its Applications II: Seasonal Models, Regression Models with Time Series Errors, Consistent Covariance Matrix Estimation, Long-Memory Models	Chapter 2



COURSE INFORMATION			
Course Code: BUS580		Level: Postgraduate	Credit: 3
Course Title: Modelling and Forecasting Financial Time Series			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	4	Conditional Heteroscedastic Models I: Characteristics of Volatility, Structure of a Model, The ARCH Model, The GARCH Model	Chapter 3
	5	Conditional Heteroscedastic Models II: The GARCH-M Model, The Exponential GARCH Model, The Threshold GARCH Model, The CHARMA Model, Random Coefficient Autoregressive Models, Stochastic Volatility Model, Application & Alternative Approaches, Kurtosis of GARCH Models	Chapter 3
2	1	Nonlinear Models I	Chapter 4
	2	Nonlinear Models II	Chapter 4
	3	High-Frequency Data Analysis and Market Microstructure	Chapter 5
	4	Continuous-Time Models and Their Applications	Chapter 6
	5	Mid-Term Exam, Deadline Group Assignment	
3	1	Continuous-Time Models and Their Applications	Chapter 6
	2	Extreme Values, Quantiles, and Value at Risk (VAR)	Chapter 7
	3	Multivariate Time Series Analysis and Its Applications, Principal Component Analysis and Factor Models	Chapter 8 & 9
	4	Unit Revision	
	5	Final Exam	
ASSESSMENT			
Assessment Task			Percent (%)
Attendance/Participation			10%
Group Assignment			20%
Mid-Term Exam			30%
Final Exam			40%
Total			100%



COURSE INFORMATION

Course Code: BUS580	Level: Postgraduate	Credit: 3
Course Title: Modelling and Forecasting Financial Time Series		

DETAILS ON GRADE COMPONENTS

Class Attendance and Participation

Class lectures will be a mix of traditional lectures and time spent working together on applications and exercises. To free up more time for working through problems together, students should read the relevant chapter before coming to the class. Discussion sessions will be used to give students an opportunity to clarify their understanding of the topics from the lecture and textbook.

If students miss more than 5 classes and did not receive permissions from the instructor, they will automatically get a letter grade of F for this class, which is a failing grade. If a student has to miss class due to some personal emergencies or family issues, he/she should inform the TA or the instructor to get permission immediately. And students are held responsible for the class materials and homework for the class they will miss.

Class participation is highly encouraged by the instructor, and the instructor will provide opportunities for the students to participate during the class period. Students should read all assigned reading materials in order to be well prepared for discussion.

Group Assignment

In a 4-5-member group students are required to prepare an assignment and submit it before the due date. Student need to perform quantitative analysis, build an appropriate statistical model, and use these models to forecast, and draw calculations with appropriate interpretation and analysis.

Mid-term Exam

Question type: Problem solving, Multiple Choice and Critical Thinking. The exam covers all the topics from the prescribed textbook, and materials covered in the lecture. Detailed information on the exam will be provided in class.

Final Exam

The exam covers all the topics from the prescribed textbook, and materials covered in the lecture. Detailed information on the Final Exam will be provided in class.

COURSE GRADING

Upon completion of this course, you receive a final grade. The final grade is a letter grade that carries with

Grade	Percentage %
A	80-100
B	70-79
C	60-69
D	50-59
E	0-49

For Post-Graduate Students

To pass this subject, students are required to obtain Grade B or above in order to satisfy all the intended learning outcomes.

For Undergraduate Students

To pass the subject, students are required to obtain Grade C or above in order to satisfy all the intended learning outcomes.



COURSE INFORMATION		
Course Code: BUS580	Level: Postgraduate	Credit: 3
Course Title: Modelling and Forecasting Financial Time Series		
ACADEMIC INTEGRITY & ACCOMMODATION		
E-classroom Protocol		
<p>Students are expected to attend every e-class, having completed any assigned prior readings, and participate thoughtfully throughout. Cell phones must be turned off.</p> <p>Class materials (e.g., readings, lecture notes, and lecture slides) can be downloaded from the class team on Microsoft Teams. All assignments must be submitted on Microsoft Teams, and your grades will also be released on Teams.</p> <p>Please make a sincere attempt to join each e-class on time as it is difficult to educate fellow classmates with constant interruptions. Your attendance will be taken by the teaching assistant, and all absences must be requested in advance. Failure to comply may result in participation grade deduction. Students are expected to follow up with assignments and readings for all missing classes, and students should reach out to professor and teaching assistant in submitting required makeup assignments.</p>		
UNIVERSITY POLICIES		
General Expectations, Rights and Responsibilities of the Student		
<p>As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with the university's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the program administrator as a next step.</p>		
Academic Integrity		
<p>Your commitment, as a student, to learning is evidenced by your enrollment at the university. You are expected to be honest in all your academic course work. Faculty members are required to report all infractions to the program administrator.</p> <p>Using the ideas, data, or language of another without specific or proper acknowledgement is dishonest. We will not accept work that includes copied and pasted information; all information or ideas included in your assignments must be in your own words. If you use ideas of others, whether they are "experts" writing for websites, friends from class, or other individuals, you must provide proper citations and references in the assignment.</p>		
Campus Policy on Disabilities		
<p>If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please notify the instructor or program administrator as soon as possible, in order to make the appropriate accommodation.</p>		
Accommodation to Students' Religious Holidays		
<p>It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three (3) days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.</p>		



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: FIN602	Level: Postgraduate Credit: 3
Course Title: International Finance	
PREREQUISITE	
N/A	
COURSE OVERVIEW	
<p>This unit is designed to provide students with the theoretical and analytical skills to understand international financial issues, portfolio management, and capital market. This course should help students to acquire required theoretical and practical knowledge and skills relevant to international finance which is essential to run a successful global business operation. Topic covered in this course includes global financial issues, international foreign exchange market, international monetary system, international finance and currency forecasting, currency swaps, interest rate, derivatives, financial risk analysis, corporate strategy and capital budgeting for the multinational corporation.</p>	
LEARNING OUTCOME	
<p>After completing this course, a student should be able to:</p> <ol style="list-style-type: none">1. Understand the contemporary financial market and issues2. Understand key theories and concepts of international finance3. Critically analyze and interprets financial data and information4. Analyze financial risks and develop strategies for businesses operating in the global environment5. Analyze, interpret and communicate financial data and information in a professional environment	
CLASS HOURS	
Total Program Duration:	3 Weeks in Total
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)
LEARNING RESOURCES	
Required Textbook	
Shapiro, A. C., & Hanoian, P. (2019). <i>Multinational Financial Management</i> . 11th Edition. Wiley.	
Reference Books & Online Resources	
<ul style="list-style-type: none">• Financial Times https://www.ft.com/• Wall Street Journal https://www.wsj.com/	
Suggested Textbook	
Other Teaching Methods	
<ul style="list-style-type: none">• Eun, C., Resnick, B., & Chuluun, T. (2020). <i>International Financial Management</i>. 9th Edition. McGraw-Hill Education.• Jarrow, R. A., & Chatterjea, A. (2019). <i>An Introduction to Derivative Securities, Financial Markets, and Risk Management</i>. 2nd Edition. World Scientific US.	



COURSE INFORMATION			
Course Code: FIN602		Level: Postgraduate	Credit: 3
Course Title: International Finance			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Course Overview Introduction to International Finance Discuss some contemporary global financial issues Group formation & Topic Discussion	Chapter 1 Discuss articles from Financial Times & Wall Street Journal
	2	Exchange Rate & International Foreign Exchange Market	Chapter 2 & 6 Discuss relevant articles from Financial Times & Wall Street Journal
	3	International Monetary System <i>Discussion on Group Presentation</i>	Chapter 3
	4	International Finance and Currency Forecasting	Chapter 4
	5	The Balance of Payments and International Economic Linkages <i>Presentation (Group)</i>	Chapter 5
2	1	Currency Futures and Options Markets <i>Discuss Group Assignment progress</i>	Chapter 7
	2	Currency Swaps, Interest Rate, and Credit Derivatives	Chapter 8
	3	Measuring and Managing Translation and Transaction Exposure	Chapter 9
	4	Measuring and Managing Economic Exposure	Chapter 10
	5	International Financing and National Capital Markets International Portfolio Management <i>Deadline: Submit Group Assignment</i>	Chapter 11&13
3	1	Country Risk Analysis The Cost of Capital for Foreign Investments	Chapter 14&15
	2	Corporate Strategy and Foreign Direct Investment	Chapter 16
	3	Capital Budgeting for the Multinational Corporation	Chapter 17
	4	Review	
	5	Final Exam	



COURSE INFORMATION													
Course Code: FIN602	Level: Postgraduate Credit: 3												
Course Title: International Finance													
ASSESSMENT													
Assessment Task	Percent (%)												
Class participation	10%												
Group Presentation	15%												
Assignment	35%												
Final Exam	40%												
Total	100%												
DETAILS ON GRADE COMPONENTS													
<p>Class participation Students are expected to attend lectures and tutorials, participate in class discussion and activities.</p> <p>Group Presentation Group size 3-4 persons per group. Students are expected to critically analyze a case study and prepare a 5 to 7 minutes presentation.</p> <p>Group Assignment Students are expected to prepare 1200 words report. Times New Roman, 12 font, 1.5 spacing. Cover page, Executive Summary, Tables, Graphs and Reference list are not counted in word limits. Students should apply theories, concepts, formulas and relevant knowledge covered in this course to understand and analyze a problem and recommend a solution. More details on the group assignment will be discussed in the class.</p> <p>The final exam may consist of case studies, short questions and critical discussion type essay questions. More details about the final exam will be provided in the class.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. All assessments will be checked for plagiarism 2. Students are encouraged to check their grades and notify the course coordinator of any discrepancies 3. A student freeloading within a group will get zero if it is proved with sufficient evidence(s). 													
COURSE GRADING													
<p>Upon completion of this course, you receive a final grade. The final grade is a letter grade that carries with it a numerical value, as outlined below.</p> <table border="1" data-bbox="564 1525 1021 1783"> <thead> <tr> <th>Grade</th> <th>Percentage %</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>80-100</td> </tr> <tr> <td>B</td> <td>70-79</td> </tr> <tr> <td>C</td> <td>60-69</td> </tr> <tr> <td>D</td> <td>50-59</td> </tr> <tr> <td>E</td> <td>0-49</td> </tr> </tbody> </table> <p>For Post-Graduate Students To pass this subject, students are required to obtain Grade B or above in order to satisfy all the intended learning outcomes.</p> <p>For Undergraduate Students To pass the subject, students are required to obtain Grade C or above in order to satisfy all the intended learning outcomes.</p>		Grade	Percentage %	A	80-100	B	70-79	C	60-69	D	50-59	E	0-49
Grade	Percentage %												
A	80-100												
B	70-79												
C	60-69												
D	50-59												
E	0-49												



COURSE INFORMATION			
Course Code: FIN610		Level: Postgraduate	Credit: 3
Course Title: Intermediate Corporate Finance			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Course Overview, Introduction to Corporate Finance, Financial Statement and Ratio Analysis, Valuing Stocks and Bonds	[RWJ] Chapter 3
	2	Equity valuation, Investment Criteria and Making Investment Decisions	[RWJ] Chapter 9
	3	Options & Corporate Finance: Basics	[RWJ] Chapter 22
	4	Options & Corporate Finance: Applications	[RWJ] Chapter 23
	5	Real Options	[RWJ] Chapter 23
2	1	Mergers & Acquisitions	[RWJ] Chapter 29
	2	Debt Financing	[BMA] Chapter 17
	3	Capital structure	[BMA] Chapter 18
	4	Dividend Payout	[BMA] Chapter 16
	5	Mid-Term Exam	
3	1	Prospect Theory with Financial Applications	[AD] Chapter 3
	2	Heuristics and Biases with Financial Applications	[AD] Chapter 5 & 8
	3	Behavioral Corporate Finance	[AD] Chapter 15 & 16 Baker and Wurgler.pdf
	4	Review	
	5	Final Exam	
ASSESSMENT			
Assessment Task		Percent (%)	
Attendance/Participation		10%	
Quizzes and Assignments		30%	
Mid-Term Exam		30%	
Final Exam		30%	
Total		100%	



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: MKT508	Level: Postgraduate Credit: 3
Course Title: International Marketing	
PREREQUISITE	
N/A	
COURSE OVERVIEW	
<p>International Marketing is an intensive postgraduate business school course about how organizations develop strategies to compete in foreign markets-- that is, host markets as opposed to their home market. While the fundamental principles of marketing apply throughout the world, such as market analysis through application of the “Four Ps,” the particular challenge of cross-border marketing strategy is to understand how differing cultural values effect markets and their consumers, and how differing political and regulatory regimes either constrain or expand opportunities for the firm. A principal concern of this course will be how “globalization” has brought about a world-wide convergence of values, and how current threats to globalization might alter a firm’s cross- border marketing strategy.</p> <p>The course will use lecture/discussion presentations by the Instructor, in-class exercises, and group presentations of assigned readings from the text. Students must be willing and ready to engage in classroom discussion if they expect to pass the course. In addition, two online quizzes, a mid-term examination, and a group presentation will be required of all students.</p>	
LEARNING OUTCOME	
<p>This course is designed to provide students with valuable knowledge, experience and understanding of the international marketing theories and practices.</p> <p>On successful completion of the course, students should be able to:</p> <ol style="list-style-type: none"> 1. Have a comprehensive understanding of international marketing theories and practices 2. Should have the ability to apply these theories and concepts in real environment 3. Ability to identify, analyze, and evaluate data, information related to international marketing 4. Have an understanding of the differences in the political, legal, economic, and cultural environment of nations 5. The ability to clearly identify and explain the issues major issues and challenges of international marketing 	
CLASS HOURS	
Total Program Duration:	3 Weeks in Total
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)
LEARNING RESOURCES	
Required Textbook	
Czinkota, Ronkainen, Sutton-Brady, and Stegemann (2019). <i>International Marketing, Asia-Pacific edition</i> , 4th Edition, Cengage.	
Reference Books & Online Resources	
MindTap for Czinkota’s International Marketing Asia-Pacific edition	
Suggested Textbook	
N/A	
Other Teaching Methods	
N/A	



COURSE INFORMATION			
Course Code: MKT508		Level: Postgraduate	Credit: 3
Course Title: International Marketing			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Part A – The Environment of International Marketing Introduction to International Marketing	Chapter 1
	2	Economic Environment and Trade Institutions	Chapter 2 & 3
	3	Political and Legal Environment	Chapter 4
	4	Global Cultural Environment	Chapter 5
	5	Online Quiz 1 Global Buying Behavior	
2	1	Part B – International Marketing Entry Research in International Markets	Chapter 6
	2	Midterm Exam	
	3	Foreign Market Entry Strategies	Chapter 7
	4	Global Distribution and Logistics	Chapter 8
	5	Part C – International Marketing Mix Global Product Decisions Global Product Brand Management	Chapter 9 & 10
3	1	Online Quiz 2 International Services Marketing	Chapter 11
	2	International Marketing Communications	Chapter 13
	3	Pricing in International Markets	Chapter 12
	4	Social Networks and Communications	Chapter 14
	5	International Marketing Strategy Group Presentation	
ASSESSMENT			
Assessment Task			Percent (%)
Attendance/Participation			10%
Two Online quizzes			15%
Mid-Term Exam			35%
10 Minute Group Presentation (Group usually teams of 2-3)			40%
Total			100%



COURSE INFORMATION

Course Code: MKT508 **Level:** Postgraduate **Credit:** 3

Course Title: International Marketing

DETAILS ON GRADE COMPONENTS

Class Attendance and Participation

Class lectures will be a mix of traditional lectures and time spent working together on applications and exercises. To free up more time for working through problems together, students should read the relevant chapter before coming to the class. Discussion sessions will be used to give students an opportunity to clarify their understanding of the topics from the lecture and textbook.

If students miss more than 5 classes and did not receive permissions from the instructor, they will automatically get a letter grade of F for this class, which is a failing grade. If a student has to miss class due to some personal emergencies or family issues, he/she should inform the TA or the instructor to get permission immediately. And students are held responsible for the class materials and homework for the class they will miss.

Class participation is highly encouraged by the instructor, and the instructor will provide opportunities for the students to participate during the class period. Students should read all assigned reading materials in order to be well prepared for discussion.

Midterm Exam

There will be one midterm exam in this class. The exams may consist of multiple choice questions, short answer and essay questions, etc. that require you show understanding, thought, and insight into lecture topics and reading assignments. All assigned textbook readings, additional handouts, videos, lectures or student discussion could be the basis for test questions, and, since they are all inter-related, it is impossible to say what to “emphasize” when you study.

Online Quizzes

Students will be required to do two short online quizzes that will test their knowledge.

International Marketing Strategy Group Presentation

The group project experientially integrates the material presented in the classroom and provides students the opportunity to conduct a country analysis and develop a market-entry strategy for a company in a foreign market. Choose ONE Australian company (SME) which you study through the group project.

- You need to assess Indonesia, Philippines and Malaysia as potential markets, analyze them, and present the viability of all three markets.
- You have to determine ONE international destination for the company (out of your initial three).
- You can choose ONE product line/type/service for these assignments if the company makes many.
- You build on your knowledge and research.
- www.Austrade.gov.au (Links to an external site.) is a good place to start for some

More detailed assessment guidelines will be provided in class.

The group is expected to work as a team. All the group members MUST involve in group discussion, contribute to the overall quality of the group report.

Any evidence of students freeloading within a group will get Zero.



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: COMP506	Level: Postgraduate
Credit: 3	
Course Title: Algorithm and Data Structure	
PREREQUISITE	
N/A	
COURSE OVERVIEW	
<p>This course provides students with the opportunity to understand the essential data structures and algorithms. It covers fundamental data structures, algorithm analysis and design techniques required to address real-world programming challenges. It deepens students' understanding of the design and analysis of memory and time-efficient data structures and problem-solving strategies used in various complex applications.</p> <p>The course covers topics including:</p> <ul style="list-style-type: none"> • Asymptotic complexity analysis • Basic data structures (arrays, lists, trees, graphs, and hash tables) • General algorithm design patterns (recursion, dynamic programming) • Sorting algorithms • Basic graph algorithms (traversal, topological sorting, connected component) • Advanced graph algorithms (MST, Shortest-path, Matching) 	
LEARNING OUTCOME	
<p>Upon successful completion of this course, the students should have basic expertise in the following areas:</p> <ol style="list-style-type: none"> 1. Understand the internal workings of fundamental data structures and algorithms 2. Determine the running time and memory space usage of common algorithms. 3. Adapt or invent new algorithms and data structures for software engineering problems. 4. Analyze the performance of algorithms built on fundamental data structures and algorithms. 5. Select and justify appropriate combinations of data structures and algorithms to solve software engineering problems 	
CLASS HOURS	
Total Program Duration:	3 Weeks in Total
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)
LEARNING RESOURCES	
Required Textbook	
[CLRS] Cormen, T., Leiserson, C.E., Rivest, R.L., Stein, C. <i>Introduction to Algorithms</i> . 3rd Edition. MIT	
Reference Books & Online Resources	
[GTG] Goodrich, M.T., Tamassia, R., Goldwasser M.H. <i>Data Structures & Algorithms in Python</i> , 1st Edition, Wiley.	
Suggested Textbook	
N/A	
Other Teaching Methods	
N/A	



COURSE INFORMATION			
Course Code: COMP506		Level: Postgraduate	Credit: 3
Course Title: Algorithm and Data Structure			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Analysis of Algorithms • Programming Basics • Big-O and Other Notations • Asymptotic Analysis • Recursion	Chapter 2 & 3
	2	Linked Lists, Stacks, Queues • Singly Linked List • Doubly Linked List • Stacks • Queues	Chapter 10
	3	Trees: • Tree Traversal • Binary Search Tree • Advanced Trees (Splay Tree, Red-black Tree, B-Tree)	Chapter 12 & 13
	4	Priority Queues • Priority Queues and Heaps • Adaptive Priority Queues Quiz 1	Chapter 19
	5	Sorting • Bubble Sort • Merge Sort • Quick Sort Assignment 1 Due	Chapter 7
2	1	Mid-Term Exam	
	2	Sorting • Bucket Sort • Radix Sort • Sorting Lower Bounds	Chapter 8
	3	Maps and Dictionaries • Maps • Hash tables • Skip lists	Chapter 11



COURSE INFORMATION			
Course Code:	COMP506	Level:	Postgraduate
Course Title:	Algorithm and Data Structure		
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
2	4	Graph • Graph types • Graph representations: Adjacency matrix and adjacency list Quiz 2	Chapter 22
	5	Graph • Graph traversal • Connected component • Topological sort	Chapter 22
3	1	Graph • Minimum Spanning Tree • Dijkstra's algorithm • Bellman-Ford Algorithm Assignment 2 Due	Chapter 23 & 24
	2	Advanced Algorithms • Dynamic Programming • Greedy algorithms	Chapter 15 & 16
	3	String Matching • Rabin-Karp Algorithm • KMP Algorithm	Chapter 32
	4	Revision	Review
	5	Final Exam	
ASSESSMENT			
Assessment Task			Percent (%)
Attendance/Participation			10%
Quiz 1			5%
Quiz 2			5%
Assignment 1			10%
Assignment 2			10%
Mid-Term Exam			20%
Final Exam			40%
Total			100%



COURSE INFORMATION		
Course Code:	COMP506	Level: Postgraduate
		Credit: 3
Course Title:	Algorithm and Data Structure	
DETAILS ON GRADE COMPONENTS		
Attendance and Participation		
<p>Students are required to attend all classes and participate actively. Students should treat their classroom obligations as they would treat any serious professional engagement. Your participation grade will be based on the instructor's assessment of how well you contribute to classroom dynamics relative to your class peers.</p> <p>In case of an absence, the student is responsible for the materials and assignments for that class; it is the student's responsibility to inform the instructor regarding absences and assignments that are missed.</p> <p>Unexcused absence from three or more scheduled class sessions will be grounds for failure in this course. If you do have to miss class due to a personal emergency, please let the instructor know as soon as possible. Such emergencies will be dealt with on a case-by-case basis.</p> <p>Participation grades will be based on quality (in-class performance that reflects intellectual depth, insightfulness, and contribution to class learning) and quantity (consistency and regularity of performance). Accordingly, you are expected to read the related chapters before participating the class. Be prepared to be called upon to "open" a class discussion by presenting your full analysis and thoughts on the assigned topic at the start of class, or to be asked through a "cold call" for comment during the discussion.</p> <p>The grading of class participation is necessarily a subjective exercise. However, high- quality comments have one or more of the following characteristics: (1) insightfulness, (2) appropriate application of course concepts, and (3) advancement of the in-class discussion at hand.</p>		
Quizzes		
<p>Quizzes will happen on the first and second weeks to review and reinforce what has been learned in the previous classes.</p>		
Assignments		
<p>To enhance the learning process, students have to submit two assignments. Each assignment weighs 10% of the total marks.</p> <p>Assignment 1 covers the contents of the first week. It is due on Friday of the first week.</p> <p>Assignment 2 covers the contents of the second week. It is due on Monday of the third week.</p>		
Mid-Term Exam		
<p>The mid-semester examination will be held on Monday of the second week. It will cover the contents of the first week.</p>		
Final Examination		
<p>An in-class final examination will be administered at the end of the course on Friday of the third week. Details of contents, exam format, etc. will be announced in class well before the examination dates.</p>		



COURSE INFORMATION

Course Code: COMP506 **Level:** Postgraduate **Credit:** 3

Course Title: Algorithm and Data Structure

COURSE GRADING

Upon completion of this course, you receive a final grade. The final grade is a letter grade that carries with it a numerical value, as outlined below.

Grade	Percentage %
A	80-100
B	70-79
C	60-69
D	50-59
E	0-49

For Post-Graduate Students

To pass this subject, students are required to obtain Grade B or above in order to satisfy all the intended learning outcomes.

For Undergraduate Students

To pass the subject, students are required to obtain Grade C or above in order to satisfy all the intended learning outcomes.

ACADEMIC INTEGRITY & ACCOMMODATION

E-classroom Protocol

Students are expected to attend every e-class, having completed any assigned prior readings, and participate thoughtfully throughout. Cell phones must be turned off.

Class materials (e.g., readings, lecture notes, and lecture slides) can be downloaded from the class team on Microsoft Teams. All assignments must be submitted on Microsoft Teams, and your grades will also be released on Teams.

Please make a sincere attempt to join each e-class on time as it is difficult to educate fellow classmates with constant interruptions. Your attendance will be taken by the teaching assistant, and all absences must be requested in advance. Failure to comply may result in participation grade deduction. Students are expected to follow up with assignments and readings for all missing classes, and students should reach out to professor and teaching assistant in submitting required makeup assignments.



COURSE INFORMATION		
Course Code: COMP506	Level: Postgraduate	Credit: 3
Course Title: Algorithm and Data Structure		
UNIVERSITY POLICIES		
General Expectations, Rights and Responsibilities of the Student As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with the university's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the program administrator as a next step.		
Academic Integrity Your commitment, as a student, to learning is evidenced by your enrollment at the university. You are expected to be honest in all your academic course work. Faculty members are required to report all infractions to the program administrator. Using the ideas, data, or language of another without specific or proper acknowledgement is dishonest. We will not accept work that includes copied and pasted information; all information or ideas included in your assignments must be in your own words. If you use ideas of others, whether they are "experts" writing for websites, friends from class, or other individuals, you must provide proper citations and references in the assignment.		
Campus Policy on Disabilities If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please notify the instructor or program administrator as soon as possible, in order to make the appropriate accommodation.		
Accommodation to Students' Religious Holidays It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three (3) days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.		



COURSE SYLLABUS			
COURSE INFORMATION			
Course Code:	FIN503	Level:	Postgraduate
Course Title:	Fixed Income Securities		Credit: 3
PREREQUISITE			
Corporate finance/ Foundation course (Finance/Accounting)			
COURSE OVERVIEW			
This unit aims to provide students with a thorough understanding of the fixed income market, securities and portfolio management. Topics include fixed income analysis, interest rate volatility and security, the term structure of interest rates, interest rate risk, bond portfolio management, securitized products; and risk management techniques.			
LEARNING OUTCOME			
After successful completion of this course students should be able to:			
1. Critically analyze the structure, purpose and operation of fixed income markets, and valuation techniques			
2. Learn and apply quantitative skills in risk analysis and valuation of fixed income portfolios			
3. Factors affecting and the trading behavior of market participants			
4. Calculate and evaluate interest rate risk management			
5. Develop trading and portfolio management strategies			
CLASS HOURS			
Total Program Duration:	3 Weeks in Total		
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)		
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)		
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)		
LEARNING RESOURCES			
Required Textbook			
Fabozzi, F. J. (2021). <i>Bond Markets, Analysis, and Strategies</i> . 10th Edition. MIT Press.			
Reference Books & Online Resources			
Martellini, L., Priaulet, S., & Priaulet, S. (2003). <i>Fixed-Income Securities</i> . Wiley. (Reading list: MPP)			
Suggested Textbook			
N/A			
Other Teaching Methods			
N/A			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Introduction to the Course & Bond Prices	Chapter 1-3
	2	Pricing of Bonds, Measuring Yield & Bond Price Volatility	Chapter 2-4
	3	The Theory and History of Interest Rates Factors Affecting Bond Yields	Chapter 5 & 6
	4	The Term Structure of Interest Rates	Chapter 6
	5	Treasury and Federal Agency Securities Municipal Securities	Chapter 7 & 9



COURSE INFORMATION			
Course Code:	FIN503	Level: Postgraduate	Credit: 3
Course Title:	Fixed Income Securities		
WEEKLY SCHEDULE			
2	1	Agency Mortgage Pass-Through Securities Stripped Mortgage-Backed Securities Nonagency Residential	Chapter 12 & 14
	2	Commercial Mortgage-Backed Securities Asset-Backed Securities	Chapter 15 & 16
	3	International Bonds	Chapter 10
	4	Corporate Bond Credit Analysis	Chapter 22
	5	Quiz Deadline: Group Assignment	
3	1	Analysis of Bonds with Embedded Options	Chapter 19
	2	Bond Portfolio Management I: Strategies & Construction	Chapter 24 & 25
	3	Bond Portfolio Management II: Managing Corporate Bond Portfolio	Chapter 26
	4	Revision	
	5	Final Exam	
ASSESSMENT			
Assessment Task		Percent (%)	
Attendance/Participation		10%	
Group Assignment		35%	
Quiz		15%	
Final Exam		40%	
Total		100%	
DETAILS ON GRADE COMPONENTS			
Class Attendance and Participation			
<p>Class lectures will be a mix of traditional lectures and time spent working together on applications and exercises. To free up more time for working through problems together, students should read the relevant chapter before coming to the class. Discussion sessions will be used to allow students to clarify their understanding of the topics from the lecture and textbook.</p> <p>If students miss more than 5 classes and did not receive permission from the instructor, they will automatically get a letter grade of F for this class, which is a failing grade. If a student has to miss class due to some personal emergencies or family issues, he/she should inform the TA or the instructor to get permission immediately. And students are held responsible for the class materials and homework for the class they will miss.</p> <p>Class participation is highly encouraged by the instructor, and the instructor will provide opportunities for the students to participate during the class period. Students should read all assigned reading materials to be well prepared for discussion.</p>			



COURSE INFORMATION														
Course Code: FIN503	Level: Postgraduate	Credit: 3												
Course Title: Fixed Income Securities														
DETAILS ON GRADE COMPONENTS														
Group Assignment (4 students per group) More detailed assessment guidelines will be provided in class. The group is expected to work as a team. All the group members MUST involve in group discussion, contribute to the overall quality of the group report. Any evidence of students freeloading within a group will get Zero.														
Quiz The quiz will be held online. Lecture slides from day 1 to 9 will help students prepare for the test.														
Final Exam: 1. MCQs 2. Short answers 3. Problem-solving 4. Detailed information on the final exam will be provided by the lecturer in class.														
COURSE GRADING														
Upon completion of this course, you receive a final grade. The final grade is a letter grade that carries with it a numerical value, as outlined below.														
<table border="1"><thead><tr><th>Grade</th><th>Percentage %</th></tr></thead><tbody><tr><td>A</td><td>80-100</td></tr><tr><td>B</td><td>70-79</td></tr><tr><td>C</td><td>60-69</td></tr><tr><td>D</td><td>50-59</td></tr><tr><td>E</td><td>0-49</td></tr></tbody></table>			Grade	Percentage %	A	80-100	B	70-79	C	60-69	D	50-59	E	0-49
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For Post-Graduate Students To pass this subject, students are required to obtain Grade B or above in order to satisfy all the intended learning outcomes.														
For Undergraduate Students To pass the subject, students are required to obtain Grade C or above in order to satisfy all the intended learning outcomes.														
ACADEMIC INTEGRITY & ACCOMMODATION														
E-classroom Protocol Students are expected to attend every e-class, having completed any assigned prior readings, and participate thoughtfully throughout. Cell phones must be turned off. Class materials (e.g., readings, lecture notes, and lecture slides) can be downloaded from the class team on Microsoft Teams. All assignments must be submitted on Microsoft Teams, and your grades will also be released on Teams. Please make a sincere attempt to join each e-class on time as it is difficult to educate fellow classmates with constant interruptions. Your attendance will be taken by the teaching assistant, and all absences must be requested in advance. Failure to comply may result in participation grade deduction. Students are expected to follow up with assignments and readings for all missing classes, and students should reach out to professor and teaching assistant in submitting required makeup assignments.														



COURSE SYLLABUS	
COURSE INFORMATION	
Course Code: MKT608	Level: Postgraduate Credit: 3
Course Title: Consumer Behavior	
PREREQUISITE	
N/A	
COURSE OVERVIEW	
This unit introduces students to the fundamental concepts, principles and theories of consumer behavior. Theories and concepts learned in this subject will help a marketing manager to develop a consumer-centric marketing plan and strategies. Theories and concepts from economics, psychology, and anthropology are used to understand consumer behavior.	
LEARNING OUTCOME	
After successful completion of this course students should be able to: 1. Identify factors that influence consumer behavior 2. Identify various social, economic and cultural factors that influence consumer behavior and understand their relationship 3. Develop and present consumer-centric marketing solutions	
CLASS HOURS	
Total Program Duration:	3 Weeks in Total
Total Contact Hours:	68 Contact Hours or 3,060 Minutes (1 Contact Hour = 45 Minutes)
Lectures and Tutorials:	Monday - Friday 120 Minutes of Lecutre & 60 Minutes of Tutorial per Day (15 Days in Total)
Office Hours:	2 Hours or 120 Minutes per Week (3 Sessions in Total)
LEARNING RESOURCES	
Required Textbook	
[HWD] Hoyer, W. D., MacInnis, D. J., & Pieters, R. (2017). <i>Consumer Behavior</i> . 7th Edition. Cengage Learning. [SMR] Solomon, M. R. (2019). <i>Consumer Behavior: Buying, Having, and Being, Global Edition</i> . 13th Edition. Pearson.	
Reference Books & Online Resources	
Recommended Journals: • Journal of Consumer Marketing • Journal of Business Research • Journal of Consumer Research • Journal of Consumer Culture • Journal of Consumer Behavior	
Suggested Textbook	
N/A	
Other Teaching Methods	
N/A	



COURSE INFORMATION			
Course Code: MKT608		Level: Postgraduate	Credit: 3
Course Title: Consumer Behavior			
WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Part I: Foundations of Consumer Behavior An Introduction to Consumer Behavior <i>Group Formation</i>	[HWD] - Chapter 1 [SMR] - Chapter 1 & 2
	2	Part II: Psychological factors Motivation, Ability, and Opportunity	[HWD] – Chapter 2
	3	Exposure, Memory and Knowledge.	[HWD] – Chapter 3 & 4
	4	Consumer Attitudes	[HWD] – Chapter 5 & 6
	5	Part III: The Decision Making Process Problem Recognition and Information Search	[HWD] – Chapter 7
2	1	Judgment and Decision Making Based on High Effort	[HWD] – Chapter 8
	2	Judgment and Decision Making Based on Low Effort	[HWD] – Chapter 9
	3	Post-Decision Processes	[HWD] – Chapter 10
	4	Part IV: Consumer’s Social and Cultural Settings Social Influences, Diversity, Values, Lifestyle	[HWD] – Chapter 11 & 12 & 14
	5	Deadline: Group Assignment & Presentation	
3	1	Culture, Group Influences and Social Media	[SMR] – Chapter 11 & 13
	2	Part V: Innovation, Social Responsibility and Ethics Innovations	[HWD] – Chapter 15
	3	Ethics and Consumer Behavior	[HWD] – Chapter 16 & 17
	4	Revision	
	5	Final Exam	
ASSESSMENT			
Assessment Task			Percent (%)
Attendance/Participation			10%
Group Assignment			30%
Group Presentation			20%
Final Exam			40%
Total			100%



COURSE INFORMATION

Course Code: MKT608 **Level:** Postgraduate **Credit:** 3

Course Title: Consumer Behavior

DETAILS ON GRADE COMPONENTS

Class Attendance and Participation

Class lectures will be a mix of traditional lectures and time spent working together on applications and exercises. To free up more time for working through problems together, students should read the relevant chapter before coming to the class. Discussion sessions will be used to allow students to clarify their understanding of the topics from the lecture and textbook.

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Class participation is highly encouraged by the instructor, and the instructor will provide opportunities for the students to participate during the class period. Students should read all assigned reading materials to be well prepared for discussion.

Group Assignment (Max. 4 students per group)

More detailed assessment guidelines will be provided in class.

The group is expected to work as a team. All the group members MUST involve in group discussion, contribute to the overall quality of the group report.

Any evidence of students freeloading within a group will get Zero.

Group Presentation

1. 15 minutes (10 minutes presentation + 5 minutes Q & A) PowerPoint presentation based on group assignment
2. All group members must participate

Final Exam

1. Case Study
2. MCQs
3. Short Answer exam questions
4. Open ended questions

Detailed information on the final exam will be provided by the lecturer in class



COURSE INFORMATION

Course Code: MKT608 **Level:** Postgraduate **Credit:** 3

Course Title: Consumer Behavior

COURSE GRADING

Upon completion of this course, you receive a final grade. The final grade is a letter grade that carries with it a numerical value, as outlined below.

Grade	Percentage %
A	80-100
B	70-79
C	60-69
D	50-59
E	0-49

For Post-Graduate Students

To pass this subject, students are required to obtain Grade B or above in order to satisfy all the intended learning outcomes.

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ACADEMIC INTEGRITY & ACCOMMODATION

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Students are expected to attend every e-class, having completed any assigned prior readings, and participate thoughtfully throughout. Cell phones must be turned off.

Class materials (e.g., readings, lecture notes, and lecture slides) can be downloaded from the class team on Microsoft Teams. All assignments must be submitted on Microsoft Teams, and your grades will also be released on Teams.

Please make a sincere attempt to join each e-class on time as it is difficult to educate fellow classmates with constant interruptions. Your attendance will be taken by the teaching assistant, and all absences must be requested in advance. Failure to comply may result in participation grade deduction. Students are expected to follow up with assignments and readings for all missing classes, and students should reach out to professor and teaching assistant in submitting required makeup assignments.

UNIVERSITY POLICIES

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with the university's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the program administrator as a next step.



COURSE INFORMATION

Course Code: MKT608 **Level:** Postgraduate **Credit:** 3

Course Title: Consumer Behavior

UNIVERSITY POLICIES

Academic Integrity

Your commitment, as a student, to learning is evidenced by your enrollment at the university. You are expected to be honest in all your academic course work. Faculty members are required to report all infractions to the program administrator.

Using the ideas, data, or language of another without specific or proper acknowledgement is dishonest. We will not accept work that includes copied and pasted information; all information or ideas included in your assignments must be in your own words. If you use ideas of others, whether they are “experts” writing for websites, friends from class, or other individuals, you must provide proper citations and references in the assignment.

Campus Policy on Disabilities

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please notify the instructor or program administrator as soon as possible, in order to make the appropriate accommodation.

Accommodation to Students' Religious Holidays

It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three (3) days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.