



NUI Galway
OÉ Gaillimh

School of Business and Economics

First Year College Handbook

2009 – 2010

Scoil Ghnó agus Eacnamaíochta

Lámhleabhar an Choláiste do Mhic Léinn na Chéad Bhliana

2009 – 2010

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Welcome from the Head of School

I would like to welcome you to the J.E. Cairnes School of Business & Economics at the National University of Ireland Galway. Our mission is to provide you with a stimulating and memorable educational experience in the key discipline areas of business. You will graduate from here with an internationally recognised qualification.

Our School has built a reputation for teaching and research excellence. All the staff are friendly and approachable so don't hesitate to ask questions or knock on doors in search of answers. We aim to ensure that all of you have the support and encouragement that you need to achieve your full potential. I hope that you will enjoy your time with us.

Your first few weeks here is a time of many transitions. We recognise that getting started on the right foot is important to the quality of your university experience. Our First Year Induction (FYI) programme is designed to help with these first steps into university life. The programme will be delivered over one day Thursday 17th September, with a briefing session on the evening of Wednesday 16th September in the O'Flaherty Theatre. Please note these important dates in your diary. I look forward to seeing you there.

With best wishes

Dr. Emer Mulligan
Head of School



J.E. Cairnes School of Business & Economics

The School of Business & Economics is located in the Cairnes Building on the banks of the River Corrib in Upper Newcastle. This area of campus houses the Disciplines of Management, Marketing, Economics and Accountancy and Finance (including Management Information Systems). Also located here are the Discipline of Psychology, Lecture Halls and Computer Suites.

1. Disciplines

1.1 Discipline of Marketing

The Discipline was established in 1980 and has seven full time academic staff, supplemented by part-time assistants and a full-time administrator.

The Discipline provides nine Marketing courses for B. Commerce students. These courses cover major Marketing subjects and include the most current topics and developments in each area. Lecturers use a variety of teaching methodologies including lectures, case studies, group and individual research papers, presentations and tutorials. Visits by and meetings with leading business people are a special feature of the Discipline's courses.

As well as the B. Comm. Degree, the Marketing Discipline offers specialisms in a range of postgraduate programmes, including the MSc in Marketing, Executive MBA, Postgraduate Diploma in Marketing Practice and Higher Diploma in Business Studies Programmes, together with service teaching in the Colleges of Arts, Science, Engineering and Medicine.

The MSc in Marketing is a one year, full-time taught programme with subjects including E-Business Marketing, Advanced Consumer Behaviour, New Product Development & Innovation, Services Marketing Theory, Strategic Marketing Policy, Applied Marketing Research, Selling & Sales Management, Customer Service & Relationship Management, Social Marketing, Strategic Brand Management and Global Marketing. Students also research paper on a Marketing topic of their choice.

In 1981 the Discipline was the first University in Ireland to establish an in-company placement programme for Marketing graduates, the Postgraduate Diploma in Marketing Practice. Since then over seven hundred graduates have been placed in businesses throughout Ireland with an average retention rate of approximately eighty-five percent.

The ethos of the Discipline has always been to combine a thorough grounding in Marketing as an academic subject, with a practical focus in preparation for careers in the field. Students learn about Marketing, but are also trained in the important core competencies for business. The Discipline enjoys close links with the business community through involvement of staff in its graduate placement programme, consultancy activities and executive courses.

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1.2 Discipline of Management

The Discipline of Management has thirteen full-time academic staff, an administrator and over twenty part-time staff. The Discipline covers the broad areas of human resource management, industrial relations, organisational behaviour, strategy, international management, enterprise development and innovation. It plays a key role in the University's undergraduate and postgraduate programmes, including the Executive MBA, and it has diverse and growing research interests. The Discipline is closely associated with the School's new Centre for Innovation & Structural Change (CISC), which was awarded €2.8 million by the HEA's Programme for Research in Third Level Institutions (PRTLII).

The Discipline of Management teaches over 50 class groups in 30 courses across the University. The Discipline's main area of teaching is the B. Comm., the School's primary undergraduate degree. This teaching comprises a range of business and management subjects and a human resources stream in the final year, which is formally recognised by the Chartered Institute of Personnel & Development (CIPD) for licentiate membership. The Discipline also provides service teaching for the Colleges of Arts, Science and Engineering.

The Discipline's main areas of postgraduate teaching are a two year part-time Executive MBA; a 1-year MSc in International Management; a 1-year M.Sc. in Corporate Strategy & People Management; and a 1-year M.Sc. in Industrial Relations & Human Resource Management, which confers CIPD graduate membership. The EMBA includes courses in strategy, organisational behaviour, human resources, change management, research methods and business negotiations. The Discipline also contributes to the online M.Sc. in Technology Management, offered with the University of Limerick and University College Cork as part of the Atlantic University Alliance (AUA), as well as other postgraduate programmes across the School and University.

In addition the Discipline has a vibrant PhD programme with students undertaking research in a variety of management related subjects.

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1.3 Discipline of Accountancy & Finance

The Discipline of Accountancy & Finance, which includes the Business Information Systems group, has 23 full-time academic staff, two administrators and a number of part-time staff. 11 of these teach Accountancy and Finance and 12 specialise in Business Information Systems. The Discipline has long been reputed for its excellence in teaching and its personal, student-friendly orientation. In recent years, research activities have also flourished, evidenced by the body of scholarly work being published by staff within international journals and conferences.

Both Accounting and Information Systems are offered as areas of specialisation in the final year of the B. Comm. degree. In addition to offering this Accounting specialisation in the B. Comm. degree, the Discipline also offers a separate B. Comm. (Accounting) degree programme for those students who have decided on a career in Accounting prior to entering the University. While both programmes offer a thorough education in Accounting, the B. Comm. (Accounting) degree includes greater coverage of some theoretical and professional aspects of the subject area.

The Discipline offers the Master of Accounting degree programme for graduates with a specialisation in Accounting to degree level. Students who successfully complete this postgraduate programme are exempt from all of the professional examinations of the Institute of Chartered Accountants except for the Institute's Final Admitting Examination.

Information Systems lectures were first provided by the Discipline in 1979 with the introduction of the Higher Diploma in Systems Analysis. This was followed by the introduction of Management Information Systems in the B. Comm. undergraduate degree in 1982. Since then the Discipline has grown to meet the demands of students and the marketplace and now offers undergraduate students in the B.Comm the option to specialise in Management Information Systems. The Business Information Systems group also provides the four-year B.Sc. degree in Business Information Systems.

NUI Galway was one of the first universities to offer an undergraduate module in Electronic Commerce. In September 2000, the Discipline also introduced a two-year full-time Masters

degree in Electronic Commerce and revised the Higher Diploma in Systems Analysis to reflect the need for Internet and Multi Media skills. A new MSc. in Information Systems Management has been added this year. In addition to these taught programmes, the Discipline also offers a one-year M.Sc. in Business Information Systems by research only. Currently there are in excess of 130 postgraduate students studying IS within the Department.

The Discipline has invested heavily in IT and in terms of dedicated labs, have the following:

- 4 BIS suites (one for each year of the programme) each with 30 PCs and state of the art multimedia
- 1 MBS E-Commerce suite with 25 PCs and state of the art multimedia
- 1 HDSA suite with 19 PCs

Students also have access to the general computing suites throughout the campus and also have wireless internet access on campus through their own laptops or other mobile devices.

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1.4 Discipline of Economics

The Discipline of Economics is located in the Cairnes Building. Staff in the Discipline work closely with students to provide an intensive, person-centred, learning experience. The intensity of the learning experience has produced top class graduates who have gone on to have very successful careers in the public and private sectors, research institutes and development agencies throughout the world.

The teaching and research interests of the Economics Discipline cover a wide range of fields in theoretical and applied economics including environmental economics, local and rural development, health and social care, transition economics, international macroeconomics, public sector economics, economic history and economic methodology. The Discipline's impressive research output record in a wide range of international journals reflects these interests. The Discipline is committed to consolidating and building on its strong international reputation in its specialist fields.

The Discipline's research activity enriches the teaching experience of students at all levels, while at the graduate level students are trained in research methods and contribute to the Discipline's research output.

At undergraduate level, students can undertake the Bachelor of Commerce, with a final year specialism available in Economics. At postgraduate level the Discipline offers four taught masters programmes in Economic Policy Evaluation and Planning; International Finance; Economic and Environmental Modelling; and the new MSc in Health Economics.

The Discipline of Economics is involved with a number of Research Centres, namely:

ICERTS	Irish Centre for Rural Transformation and Sustainability
ENRU	Environmental and Natural Resources Economics research unit
ICSG	Irish Centre for Social Gerontology
CISC	Centre for Innovation and Structural Change
SEMURU	Socio-Economic Marine Research Unit

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1.5 Undergraduate courses on offer in the School of Business & Economics

The Modern Language Disciplines, Industrial Engineering Discipline, the School of Mathematics, and the School of Law provide courses in our programmes.

- B. Comm. (Regular)
- B. Comm. International (French, German, Spanish & Italian)
- B. Comm. Accounting
- B.Sc. in Business Information Systems
- B.Sc. in Rural Development
- Part-time B.Comm.

2. Programme Structure

The first year of the degree consists of lectures from September to April with one examination in December and all other examinations in April/May. Course work forms an integral part of this first year.

- **B.Comm (regular)** students are required to take the following courses: Accounting, Economics, Mathematics & Statistics for Business, Management Information Systems, Introduction to Management and Introduction to Marketing. Students must also choose *one* of the following modules: Business Law, Italian, German or Spanish.

- **B.Comm (International)** students are required to take the following courses: Language, Accounting, Economics, Mathematics & Statistics for Business, Management Information Systems, Introduction to Management and Introduction to Marketing.
- **B.Comm (Accounting)** students are required to take the following courses: Accounting, Economics, Mathematics & Statistics for Business, Management Information Systems, Introduction to Management and Introduction to Marketing, Business Law.

2.1 First Year Syllabus

2.1.1 Accounting

The objectives of this course are to develop in students the skills necessary to interpret and use accounting and financial information in a business context, and to introduce students to accounting concepts. Core topics include: the principles of accounting, preparation of final accounts, financial analysis, financial planning and introductory management accounting.

2.1.2 Economics

This course has two objectives: 1) to introduce students to the basic building blocks of economic theory and, 2) to equip students with the ability to understand how economic principles can be applied to various policy issues in the wider economy. The first semester deals with microeconomics, where the behaviour of business firms and households and the operation of markets are examined. The second semester introduces macroeconomics, which is essentially concerned with the wealth and poverty of nations – how and why countries experience economic growth, inflation and unemployment.

As part of the University's commitment to teaching through Irish, this module is also available through Irish (Geilleagar).

2.1.3 Mathematics & Statistics for Business

The objective of this course is to develop in students the skills necessary to apply mathematical and statistical concepts in a business environment. Topics may include: Equations and Functions; Mathematics of Finance; Fundamentals of Calculus; Matrix; Algebra; Linear Programming; Optimisation; Integration; Fundamentals of Probability and Statistics, including probability laws, probability models, variables and data; graphs and charts; descriptive statistics; data collection and exploration, sampling, distributions, estimation, inference and data analysis, new and emerging topics in Mathematics and Statistics.

2.1.4 Introduction to Marketing

This course aims to introduce the fundamental concepts and principles of Marketing. Among the topics addressed in this course are buyer behaviour, research methods and the various elements of the marketing mix. This course reviews how specific activities have been devised and executed and examines their application in international and Irish business situations.

2.1.5 Introduction to Management

This course is an introduction to the principles of management. Students will be introduced to the purpose and challenges of the management of organisations. The course is structured around the four key management processes: planning, leading, organising and controlling.

2.1.6 Management Information Systems

The objective of this course is to develop in students the skills necessary to apply Information Systems concepts in a business environment. The course has three main areas of study: Information Systems for Business Managers, Information Systems Technology and Applications Software.

2.1.7 Business Law

The aim of this course is to introduce students to the fundamental principles of business law and the legal framework within which business/commercial enterprises must operate. The course begins with an examination of the Irish legal system including the sources of Irish law and the court system. It then covers the law relating to business and commercial activities such as the law of contract, sale of goods, the law of agency, general principles of company and partnership law, product liability and the important aspects of labour law.

2.1.8 Italian

The study of the language in both written and spoken forms is central to this course, with special emphasis being placed on the vocabulary and communication skills appropriate to business studies, and the study of contemporary society and institutions of Italy. It can be taken at the beginners' level by students who have no previous knowledge of the language.

2.1.9 Spanish

This course involves the study of the language in both written and spoken forms, including the use of recorded materials in the language laboratory in order to develop listening comprehension

skills. Special emphasis is placed on the vocabulary and communication skills appropriate to business studies, and the study of contemporary society and institutions of Spain. It can be taken at the beginners' level by students who have no previous knowledge of the language, or it can be taken at a more advanced level by students who have studied Spanish at Leaving Certificate level or its equivalent.

2.1.10 French

French is taught in the College of Business, Public Policy & Law at NUI Galway as part of the B.Comm. (International) programme only. The course offered through the CAO system is GY202 Commerce with French. Students are required to have a grade B3 or better in French at Leaving Certificate Higher Level or equivalent. The programme is of four years duration, year three being spent in a third-level business school or University in France as part of the SOCRATES / ERASMUS programme. The aim of this applied programme over 4 years is the development of excellent written, language and communication skills, a keen understanding of everyday and working life in a modern French speaking environment and an ability to feel at home and do business through the medium of the French language. Students are strongly encouraged to consider a career which incorporates the language expertise and cultural awareness acquired over the course of the four years.

2.1.11 German

This course involves the study of the contemporary language in both the written and spoken form, suitable to Commerce students. The course includes the use of authentic materials in the language and multimedia laboratory to facilitate the development of listening, writing and communication skills. Special emphasis is placed on the register and communication skills appropriate to business studies, and the study of the contemporary society and institutions of the German speaking world. It can be taken at the beginners' level by students who have no previous knowledge of the language, or it can be taken at a more advanced level by students who have studied German at Leaving Certificate Level or its equivalent.

Note for those students who study German, Italian or Spanish, beginners or advanced, in the first year of the regular B.Comm.:

A limited number of these students may, depending both on their level of performance at the First Commerce examination (overall and in the language) and availability of places, transfer into the second year of the B.Comm. International Programme. Decisions on initial selection and on transfer will be made by the Disciplines of German, Italian and Spanish. After first year the language is available only in the B.Comm. International programme.

2.2 Second Year

During this year students gain a fuller understanding of commerce subjects. It is semesterised, with the academic year divided into two periods. Courses are examined at the end of each semester, i.e. December and May.

- **B.Comm (regular)**. Students take six courses each semester. In the second semester, four courses are compulsory, with two courses being taken from a series of optional courses available in the areas of Accounting, Economics, Management, Marketing, Management Information Systems and Operations/Logistics Management, Maths.
- **B.Comm (International)**. Students take six courses in semester I. In the second semester, students must take their language, and three other courses, each with a credit weighting of SECTS. Business Law is a year-long course, students who choose to take Business Law must attend lectures in both semesters.
- **B.Comm (Accounting)**. Students take six courses each semester. In the second semester five courses are compulsory with one course being taken from either Management Information Systems, Management or Economics.

2.3 Final Year

Final year is semesterised in the same way as second year, with examinations taking place in December and May. In the final year of the programme students have the ability to specialise in a particular area of business.

- **B.Comm (regular)**. Students are required to take 12 courses throughout the year. Three of these courses are compulsory, namely Comparative European Economy, Strategic Management, and Innovation, and Creativity & Enterprise. In addition students must choose five courses from within an area of business that they have elected to specialise in (see below for specialist areas). The final four courses in this year are taken from a list of 40 courses available in the main business areas such as Accounting, Economics, Management, Marketing, Management Information Systems MIS, Law, Operations/Logistics Management.
- **B.Comm (International)**. The language is compulsory along with three other courses, namely Comparative European Economy, Strategic Management, and Innovation, Creativity & Enterprise. In addition students must choose five course from a list of 40 courses available in the main business areas such as Accounting, Economics, Management, Marketing, MIS, Law, Operations/Logistics Management.
- **B.Comm (Accounting)**. Students will take 6 courses in each semester. The core courses are from the Accountancy and Finance and MIS disciplines. The optional courses are available in the areas of: Law, Economics, Management and MIS.

2.4 Final Year Specialist Areas

At present the areas of specialism available within the B.Comm. are: Accounting, Economics, Human Resources, Marketing or Management Information Systems.

3. Regulations for First Year

1. All 1st year students are *required* to participate on a one-day induction programme at the commencement of their studies. In 2009, First Year Induction (FYI) will take place on Thursday 17th of September. Please note that the timetable will run from 9.00 – 4.30 on Thursday. The induction will begin with an information session in the O’Flaherty lecture theatre from 6.00 – 7.00pm on Wednesday 16th September, where students will be given full details of the programme.
2. The First University Examination in Commerce must be passed within two academic years from the date of entering the Course, except that students who are permitted to transfer to First Commerce, having failed in another College, must pass the First University Examination in Commerce within three terms or one academic year of entering the Course.
3. *Courses for First Year:* Students must present themselves for one examination in Introduction to Management at the end of semester one, and all others at the end of their first academic year:

B.Comm (regular):

<i>Code</i>	<i>Module</i>	<i>ECTS</i>
EC118/EC119	Economics/Geilleagar	10 ects
AY102	Accounting	10 ects
MS102	Management Information Systems	10 ects
MA114	Mathematics & Statistics for Business	10 ects
MG110	Introduction to Management	5 ects
MK101	Introduction to Marketing	5 ects
LW160	Business Law	10 ects
	or	
SH101	Spanish Language I (Advanced)	
	or	
SH102	Spanish Language I (Beginners)	10 ects
	or	
IT105	Italian	10 ects
	or	
GR141	German Language I (Advanced)	10 ects
	or	
GR140	German Language I (Beginners)	10 ects

Note: Only a limited number of places are available in German, Spanish, Italian (either beginners or advanced). In the event of demand for either language exceeding the number of places available, selection will be based on aggregate points on entry and conditional on having attained at Leaving Certificate at least a Higher Grade C3 in a continental language (French, German, Italian or Spanish). Commerce students taking German Language I (Advanced) should have at least a Higher Grade C3 in Leaving Certificate German and those taking Spanish Language I (Intermediate) should have at least a Higher Grade C3 in Leaving Certificate Spanish.

B.Comm. (International):

<i>Code</i>	<i>Module</i>	<i>ECTS</i>
AY102	Accounting	10
EC105	Economics	10
MA114	Mathematics & Statistics for Business	10
MS102	Management Information Systems	10
MG110	Introduction to Management	5
MK101	Introduction to Marketing	5
	Language	10

B.Comm (Accounting):

<i>Code</i>	<i>Module</i>	<i>ECTS</i>
EC118/125	Economics/Geilleagar	10
AY110	Accounting	10
MS102	Management Information Systems	10
MA114	Mathematics & Statistics for Business	10
MG110	Introduction to Management	5
MK101	Introduction to Marketing	5
LW160	Business Law	10

4. *Standards:*

First Class Honours	70%
Second Class Honours, Grade 1	60%
Second Class Honours Grade 2	50%
Pass	40%

5. *Compensation:* Compensation may be allowed in modules up to 20 ECTS at 35%, provided the candidate has excess marks above the pass standard in the other modules equivalent to double the deficiency. Compensation will be possible at the first sitting and the Autumn resit and thereafter only where exemptions have not been brought to the examination.

6. *Carry Forward of Marks:* Where a candidate has failed in the examination as a whole, but has obtained 40% in one or more modules, these marks may be carried forward to subsequent examinations within the two year time limit.
7. Up to a maximum of 50% of the marks in any module may be allotted to course work. A minimum of 35% is required in the final written examination in a module before marks for course work may be included in the determination of the overall mark for the module in question. Where the mark in the final written exam is lower than 35%, the grade for the module will be determined by the lower of (i) the mark in the final written exam out of 100%, and (ii) the weighted combination of the final written exam and coursework marks.
8. *For B.Comm (regular).* A limited number of those who pass the First Year examination in Italian, German or Spanish, at a minimum mark of 40%, will be permitted to transfer into the Second Year of the B.Comm. International programme (provided the First Commerce examination is passed overall). In the event of demand exceeding the number of available places, selection will be based on performance in the language at the First Commerce examination.
9. After First Year, language is available only in the B.Comm. International programmes.

4. General Information

4.1 Advisory

There are several sources of advice that will be available throughout your time at NUI Galway. Some students may find the transition from school to University unsettling; it can be lonely at times and hard to be away from home. If you have any problem, don't feel you need to keep it to yourself. Talk to someone about them. Your Student Advisor, Theresa Carlin, is available from 9.15-1.00 and 2.15-5.15, Monday-Friday. If you have a query or problem you can call in, phone, e-mail or send a text (see contact details below). Feel free to contact Theresa regardless of the nature of your query/problem – be it academic or personal. If she cannot help you, she will put you in contact with the person who can.

Contact:

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4.2 Necessity of lecture and tutorial attendance

Students are required to follow a course of study by attendance and participation at classes, lectures, practicals and tutorials as timetabled.

4.3 Change of mind date

The change of mind dates for the optional module will be 29th and 30th September in Room 217, Áras Uí Chathail.

4.4 Withdrawing from a course

If at any stage you decide to withdraw from your course, you may do so by filling in a withdrawal form at the Admissions Office. However, before doing so we strongly recommend that you speak to the Student Advisor or another member of staff.

5. Career and Postgraduate Opportunities

After completing the B. Comm. degree graduates go on to work in a wide variety of careers including Accounting, Management Consultancy, Taxation, Commercial Advisory Services, Economic Policy, Advisory Services, Marketing, Human Resource Management, Information Systems Management, Finance (including Banking and Insurance). Details on where recent graduates from NUI Galway may be found, and the industries they obtained their first job, are available at:

www.nuigalway.ie/careers/degree_destinations.html

Due to the degree of specialisation in specific areas, graduates can apply to professional bodies for exemptions from parts of the professional exams in areas such as Accounting, Taxation, Marketing and Personnel Management. In addition, B. Comm. students can undertake a variety of postgraduate programmes which provide them with the capability to further specialise in a particular aspect of business. Specialist postgraduate programmes are available in all of the core business disciplines. Please see our website at: <http://www.nuigalway.ie/cairnes>

Graduates of Commerce from NUI Galway now occupy management positions in manufacturing industries, service-based organisations, the public service, public agencies and in research institutions. Others have gone on to start their own business, or to become managing directors of national and international organisations. Another career avenue open to Commerce graduates is in the area of education at both second and third level.

5.1 Postgraduate Programmes

Graduates with good Honours degrees in appropriate subjects from this and other recognised universities may be admitted to postgraduate study in the School as Master or Diploma students. The School currently offers the following postgraduate degree and diploma programmes:

Master of Accounting
Master of Science in Corporate Strategy and People Management
Master of Science in Industrial Relations and Human Resource Management
Master of Science in International Management
Master of Business Studies in Electronic Commerce
Master of Science - Marketing
Master of Science in Business Information Systems
Master of Science in Information Systems Management
Master of Science in Technology Management
Master of Economic Science (Economic Policy, Evaluation & Planning)
Master of Economic Science (Economic & Environmental Modelling)
Master of Economic Science (International Finance)
Master of Science in Health Economics
Executive Master of Business Administration
Master of Commerce
Ph.D.
M. Phil.
Higher Diploma in Business Studies
Higher Diploma in Economic Science
Higher Diploma in Marketing Practice
Higher Diploma in Management

6. Course Directors

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7. Term Dates

First Semester

First Year Orientation Saturday 12th & Sunday 13th September, 2009

Registration and Teaching begins in the week of 14th September, 2009 in accordance with information which will be provided to students Monday, 14th September, 2009

Teaching ends Saturday, 5th December, 2009

Study Week Monday, 7th December, 2009

Examinations begin Monday, 14th December, 2009

Examinations end Friday, 18th December, 2009

Christmas Vacation Sunday, 20th December, 2009 – Sunday, 10th January, 2010

Second Semester

Teaching begins Monday, 11th January, 2010

Teaching ends for Easter and teaching is finished for the Semester Thursday, 1st April, 2010

Easter vacation Friday, 2nd April – Sunday, 18th April, 2010

Study Week Monday, 19th April, 2010

Examinations begin Friday, 23rd April, 2010

Examinations end Friday, 21st May, 2010

Easter Sunday is on 4th April, 2010

Exceptions for First Arts – Semester II

Semester II Examinations: 20th – 23rd April, 2010.

Repeat Examinations Semester I: 18th – 2st May, 2010.

Repeat Examinations Semester II: 25th – 28th May, 2010.

Appendix I. Semester 1 Timetables

FIRST COMMERCE TIMETABLE – SEMESTER I 2009/10					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 – 10.00	Geilleagar EC119 IT205	Accounting AY102 (A) Ó hEocha Theatre (Arts Millenium) Accounting AY102 (B) IT250		Economics EC118 O'Flaherty Theatre	
10.00 – 11.00	Spanish Lab SH102 AM118	Mathematics & Statistics for Business MA114 O'Flaherty Theatre	Mathematics & Statistics for Business MA114 O'Flaherty Theatre	Mathematics & Statistics for Business MA114 O'Flaherty Theatre	
11.00 – 12.00	Spanish SH140 AM109 German Advanced AM105	German Advanced AM107	Economics EC118 O'Flaherty Theatre	Italian AM215*	
12.00 - 1.00	Spanish SH102 AC215 Spanish Spoken A SH140 AM122 Italian IT105 AM215*	Italian IT105 AM122 Spanish Spoken B SH102 IT206 German Advanced AM107	Italian IT105 AM109 German Advanced TB304	Spanish SH102 CA002 Italian IT105 AM117	
1.00 – 2.00	Accounting AY102 (A) Cairnes Theatre	Business Law LW160 Kirwan Theatre	Management Information Systems MS102 Kirwan Theatre		
2.00 – 3.00	Italian IT105 Language Lab AM118 Economics EC118 Kirwan Theatre Geilleagar EC119 CA003	Spanish Spoken B SH140 AM105	Accounting AY102 (A) O'hEocha (Sem.I) and Fottrell Theatre (Sem II) Accounting AY102 (B) Kirwan Theatre (Sem I) and O'hEocha Theatre (Sem II)	Spanish SH140 AM122 Italian IT105 AM121** German Advanced AM110	

3.00 - 4.00	Intro to Management MG110 Kirwan Theatre	Accounting AY102 (B) Ó hEocha Theatre Arts Millennium	MG110 Intro. To Management O'Flaherty Theatre	
4.00 - 5.00	Spanish Spoken A SH102 AM121 German Advanced AM119	Spanish SH102 AC213	Business Law LW160 Cairnes Theatre	Management Information Systems O'hEocha Theatre
5.00 - 6.00	Accounting AY102 (B) Cairnes Theatre	Geilleagar EC119 - CA115	Geilleagar EC119 - CA115	
6.00 – 7.00	Intro. to Management MG110 O'Flaherty Theatre			

Notes on Timetable:

- Subjects in **BOLD** are obligatory for all First Commerce students. Students must choose EITHER Business Law, German, Spanish OR Italian. Geilleagar is for students who are taking Economics in the Irish language.
- Accounting AY102 (A) = Students who studied Accounting to Leaving Cert. Level
- Accounting AY102 (B) = Students who have not taken Accounting to Leaving Cert. Level
- Spanish Beginners: SH102 Spanish Advanced: SH140

* starts 21st Sept

** starts 28th Sept.

B.COMM. INTERNATIONAL – FRENCH						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
9.00 - 10.00	Economics EC100 O'Flaherty Theatre	Accounting AY102 (A) O hEocha Th (Arts Millenium) Accounting AY102 (B) IT2.50				
10.00 - 11.00		Mathematics & Statistics for Business MA114 O' Flaherty Theatre	Mathematics & Statistics for Business MA114 O' Flaherty Theatre	Mathematics & Statistics for Business MA114 O' Flaherty Theatre		
11.00 - 12.00		French FR105 AM108		French FR105 AM104		
12.00 - 1.00	French FR105 AM117	French FR105 AM108	French FR105 AM215			
1.00 - 2.00	Accounting AY102 (A) Cairnes Theatre		MS102 MIS Tutorial	Management Information Systems MS102 Larmor Theatre		
2.00 - 3.00	French FR105 AM125 Geilleagar - CA003	Economics EC100 Kirwan Theatre	Accounting AY102 (A) O hEocha Theatre (Sem.I) and Fottrell Theatre (Sem.II) Accounting AY102 (B) Kirwan (SemI) and O hEocha Theatre (Sem II)			

3.00 - 4.00	Intro. to Management MG110 Kirwan Theatre	Accounting AY102 (B) Ó hÉocha Th (Arts Millenium)	Intro. to Management MG110 O'Flaherty Theatre	Economics EC100 O'Flaherty Theatre	
4.00 - 5.00					
5.00 – 6.00	Accounting AY102 (B) Cairnes Theatre	Geilleagar EC119 CA115	Management Information Systems MS102 Joseph Larmor Theatre		
			Geilleagar EC119 CA115		
6.00 – 7.00	Intro. to Management MG110 O'Flaherty Theatre				

Notes on Timetable:

Accounting AY102 (A) = Students who studied Accounting to Leaving Cert. Level

Accounting AY102 (B) = Students who have not taken Accounting to Leaving Cert. Level

B.COMM. INTERNATIONAL – GERMAN				
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9.00 - 10.00	Economics EC100 O'Flaherty Theatre	Accounting AY102 (A) Ó hÉocha Th (Arts Millenium) Accounting AY102 (B) IT250		
10.00 - 11.00		Mathematics & Statistics for Business MA114 O' Flaherty Theatre	Mathematics & Statistics for Business MA114 O' Flaherty Theatre	Mathematics & Statistics for Business MA114 O' Flaherty Theatre
11.00 - 12.00	German GR141 AM105	German GR141 AM107-MML		
12.00 - 1.00		German GR141 AM107-MML	German GR141 TB304	
1.00 - 2.00	Accounting AY102(A) Cairnes Theatre		MS102 tutorial	Management Information Systems MS102 Larmor Theatre
2.00 - 3.00	Geilleagar - CA003	Economics EC100 Kirwan Theatre	Accounting AY102 (A) Ó hÉocha Theatre (Sem.I) and Fottrell Theatre (Sem.II) Accounting AY102 (B) Kirwan Theatre (Sem I) and Ó hÉocha Theatre (Sem II)	German GR141 AM110
3.00 - 4.00	Intro to Management MG110 Kirwan Theatre	Accounting AY102 (B) Ó hÉocha Th (Arts Millenium)	Intro. To Management MG110 O'Flaherty theatre	Economics EC100 O'Flaherty Theatre
4.00 - 5.00	German GR141 Lang Lab AM119			

5.00 - 6.00	Accounting AY102 B Cairnes Theatre	Geilleagar EC119 CA115	Management Information Systems MS102 Joseph Larmor Theatre Geilleagar EC119 CA115	
6.00 - 7.00	Intro. to Management MG110 O'Flaherty Theatre			

Notes on Timetable:

Accounting AY102 (A) = Students who studied Accounting to Higher Leaving Cert. Level

Accounting AY102 (B) = Students who have not taken Accounting to Leaving Cert. Level

B.COMM. INTERNATIONAL – SPANISH				
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9.00 - 10.00	Economics EC100 O'Flaherty Theatre Economics EC100 O'Flaherty Theatre	Accounting AY102 (A) Ó hÉocha Th (Arts Millenium) Accounting AY102 (B) IT250		
10.00 - 11.00	Spanish Lab SH102 AM118	Mathematics & Statistics for Business MA114 O' Flaherty Theatre	Mathematics & Statistics for Business MA114 O' Flaherty Theatre	Mathematics & Statistics for Business MA114 O' Flaherty Theatre
11.00 - 12.00	Spanish SH140 AM109			
12.00 - 1.00	Spanish SH102 AC215 Spanish Spoken A SH140 AM122	Spanish Spoken B SH102 IT206		Spanish SH102 CA002
1.00 - 2.00	Accounting AY102 (A) Cairnes Theatre		MS102 tutorial	Management Information Systems MS102 Larmor Theatre
2.00 - 3.00	Geilleagar EC119 CA003	Economics EC100 Kirwan Theatre Spanish Spoken B SH140 AM105	Accounting AY102 (A) o'hEocha Theatre (Sem.I) and Fottrell Theatre (Sem.II) Accounting AY102 (B) Kirwan (Sem I) and O'hEocha Theatre (Sem II)	Spanish SH140 AM122
3.00 - 4.00	Intro to Management MG110 Kirwan Theatre	Accounting AY102 (B) Ó hÉocha Theatre (Arts Millenium)	Intro. to Management MG110 O'Flaherty	Economics EC100 O'Flaherty Theatre

4.00 - 5.00	Spanish Spoken A SH102 AM121	Spanish SH102 AC213		
5.00 - 6.00	Accounting AY102 (B) Cairnes Theatre	Geilleagar EC119 CA115	Management Information Systems MS102 Joseph Larmor Theatre Geilleagar EC119 CA115	
6.00 - 7.00	Intro. to Management MG110 O'Flaherty Theatre			

Notes on Timetable:

Spanish students have four Spanish classes, one Spoken class and one Lab session per week.

Beginners SH102

Advanced SH140

Accounting AY102 (A) = Students who studied Accounting to Leaving Cert. Level

Accounting AY102 (B) = Students who have not taken Accounting to Leaving Cert. Level

B.COMM. INTERNATIONAL – ITALIAN						
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	Economics EC100 O'Flaherty Theatre	Accounting AY102 (A) O'hEocha Th (Arts Millenium)				
9.00 - 10.00		Accounting AY102 (B) IT250				
10.00 - 11.00		Mathematics & Statistics for Business MA114 O'Flaherty Theatre	Mathematics & Statistics for Business MA114 O'Flaherty Theatre	Mathematics & Statistics for Business MA114 O'Flaherty Theatre		
11.00 - 12.00				Italian IT105 AM215*		
12.00 - 1.00	Italian IT105 AM215*	Italian IT105 AM122	Italian IT105 AM109			
1.00 - 2.00	Accounting AY102 (A) Cairnes Theatre		MS102 tutorial	Management Information Systems MS102 Larmor Theatre		
2.00 - 3.00	Italian IT105 Language Lab AM118 Geilleagar EC119 CA003	Economics EC100 Kirwan Theatre	Accounting AY102 (A) O'hEocha Theatre (Sem.I) and Fottrell Th (Sem.II) Accounting AY102 (B) Kirwan (Sem I) and O'hEocha Th (Sem II)	Italian IT105 AM121 Italian IT105 AM121**		

3.00 - 4.00	Intro to Management MG110 Kirwan Theatre	Accounting AY102 (B) Ó hÉocha Th (Arts Millenium)	Intro. to Management MG110 O'Flaherty Theatre	Economics EC100 O'Flaherty Theatre	
4.00 - 5.00					
5.00 - 6.00	Accounting AY102 (B) Cairnes Theatre	Geilleagar EC119 CA115	Management Information Systems MS102 Joseph Larmor Theatre Geilleagar EC119 CA115		
6.00 - 7.00	Intro. to Management MG110 O'Flaherty Theatre	Geilleagar EC119 TB304			

Notes on Timetable:

Accounting AY102 (A) = Students who studied Accounting to Leaving Cert. Level

Accounting AY102 (B) = Students who have not taken Accounting to Leaving Cert. Level

* starts 21st Sept.

** starts 28th Sept.

Appendix II. Language Application Forms

FIRST COMMERCE (REGULAR)

ITALIAN as Option (Instead of Business Law)

Full Name: _____

Student I.D. Number: _____

Aggregate Leaving Cert. Points: _____

Indicate Leaving Cert. Results in the following subjects:

	Higher Level	Ordinary Level
Spanish	_____	_____
French	_____	_____
Italian	_____	_____
German	_____	_____
Irish	_____	_____
English	_____	_____

Please return completed form to: Administrator
J.E. Cairnes School of Business and Economics
Cairnes Building, NUI Galway.

PLEASE CUT ALONG DOTTED LINE



FIRST COMMERCE (REGULAR)**SPANISH as Option (Instead of Business Law)**

Full Name: _____

Student I.D. Number: _____

Aggregate Leaving Cert. Points: _____

Indicate Leaving Cert. Results in the following subjects:

	Higher Level	Ordinary Level
Spanish	_____	_____
French	_____	_____
Italian	_____	_____
German	_____	_____
Irish	_____	_____
English	_____	_____

Please return completed form to:

Administrator
 J.E. Cairnes School of Business and Economics
 Cairnes Building, NUI Galway.

PLEASE CUT ALONG DOTTED LINE



FIRST COMMERCE (REGULAR)

GERMAN as Option (Instead of Business Law)

Full Name: _____

Student I.D. Number: _____

Aggregate Leaving Cert. Points: _____

Indicate Leaving Cert. Results in the following subjects:

	Higher Level	Ordinary Level
Spanish	_____	_____
French	_____	_____
Italian	_____	_____
German	_____	_____
Irish	_____	_____
English	_____	_____

Please return completed form to:

Administrator
J.E. Cairnes School of Business and Economics
Cairnes Building, NUI Galway.

PLEASE CUT ALONG DOTTED LINE

