

## Course and Unit Coding Guideline

### 1. Purpose

The purpose of these guidelines is to outline the nature of the codes for all courses and units offered by EIA.

The course code is to record information of relevant course and its associated details, including student enrolment into the student management system.

EIA course code consists of three alpha characters representing an abbreviation of a specialised field of study.

The unit code is to record information of relevant a unit and its associated details, including student enrolment into the student management system.

A EIA unit code consists of a relevant course code (three alpha characters) and is followed by three numeric characters.

### 2. Responsibility

The Academic Director is responsible for developing and implementing this guideline.

### 3. Alpha Character

The three alpha characters prefix identifies the discipline of the unit.

EIA uses the following abbreviations to represent the discipline of relevant units:

ACC	Accounting units
COM	Communication units
ECO	Economics units
FIN	Finance units
LAW	Law units
MGT	Management units
MKG	Marketing units
STA	Statistics units

#### 4. Numeric Character

The first numeric character indicates the academic year the units are offered in a course, meaning:

- a. students are required to complete these units in the first year of a course.
- b. students are required to complete these units in the second year of a course.
- c. students are required to complete these units in the third year of a course.

The remaining two numeric characters indicate the time and sequence of naming the units.

#### 5. Approval of Course and Unit Code

The Academic Board will approve the allocation of course and unit codes.

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