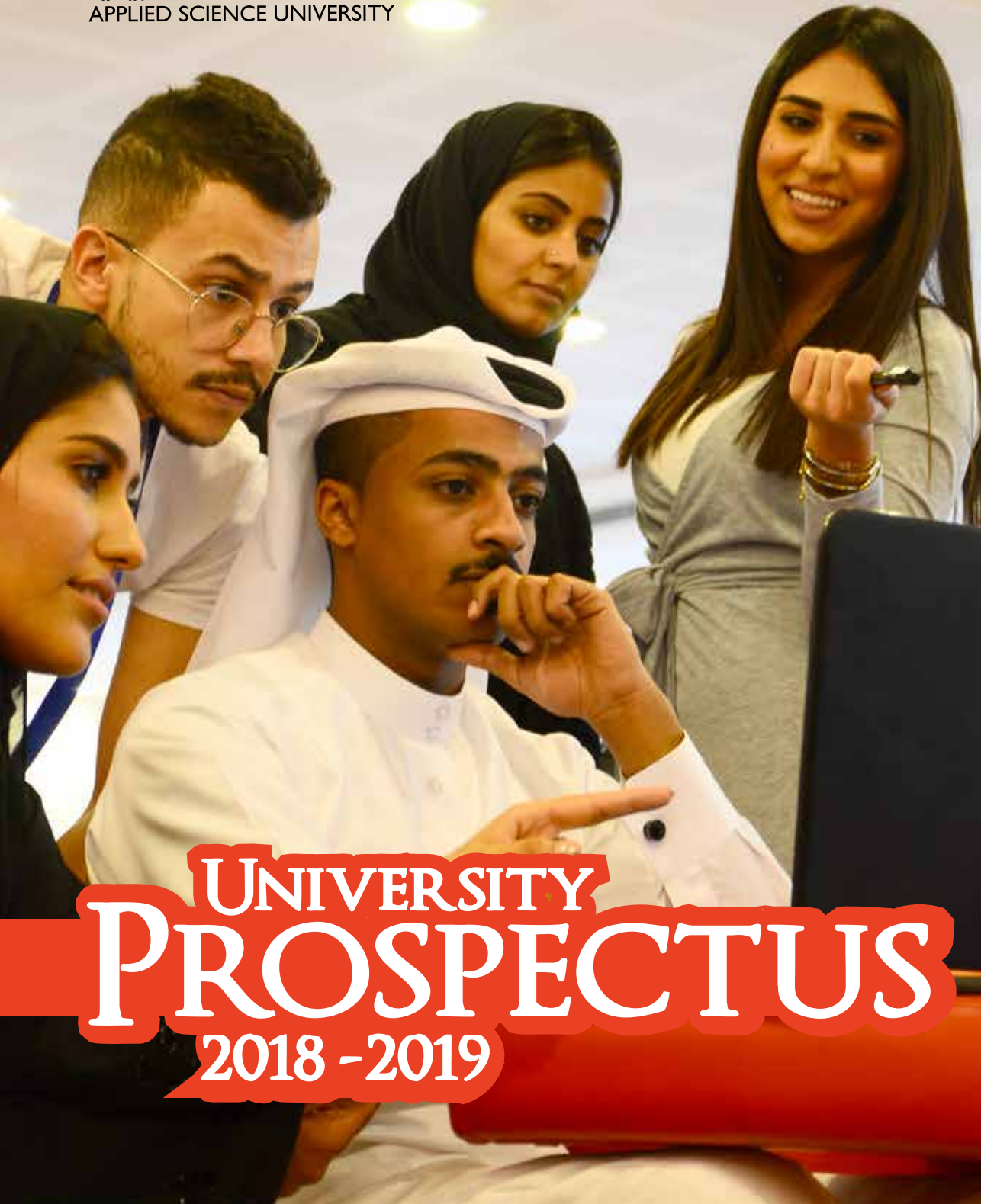


ASU



جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY



UNIVERSITY PROSPECTUS 2018 - 2019

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Prof. Waheeb Ahmed AL-Khaja
Chairman of the Board of Trustees

Message from the Chairman of the Board of Trustees

A very warm welcome to the Applied Science University (ASU) in Bahrain where our students are at the heart of everything we do.

ASU has an international outlook, through our partnerships with leading universities and academics in the UK and the Arab world, but also has a strong commitment to our local community and region through research, investment and business partnerships.

Our students come to ASU to enjoy challenging, practical and industry-relevant academic programmes that are supported by qualified, stimulating academic staff in a pleasant, safe and equitable environment. They also relish participating in a wide range of social, extracurricular, community and sporting activities – as well as developing the knowledge and transferable skills needed for employability.

We deliver undergraduate and master programmes, across four colleges, to around 3,000 students. Several more programmes are planned to come on stream in the near future in order to widen our global reach and access to bright, ambitious, and talented students throughout the region.

We have invested in facilities by building a modern and well-designed University campus. ASU contributes significantly to the local economy annually and intends to become a leading private University in the Gulf.

With drive and determination, we envisage our graduates playing a vital role in the future of the GCC economy.

You can depend on a warm welcome at ASU.



Prof. Ghassan Fouad Aouad
President of the University

Message from the President

Dear students,

It is a privilege, honour and pleasure to be serving you as the second president of Applied Science University and to build on the vision and tireless efforts of Professor Waheeb Alkhaja, Chairman of the Board of Trustees, Executive President of the Board of Directors and the Founding President of the University.

Applied Science University was established with a vision to be a distinguished academic institution promoting quality education to fulfill the needs of the market. We all need to work hand in hand in order to support Prof. Waheeb's vision who believed from the very outset that university education is a strategic option for developing the human capital of the Kingdom of Bahrain.

We are fortunate to be housed in a state of the art campus, but more importantly we have excellent and diverse academic staff who come from over 22 nationalities supported by committed and capable administrative workforce. It goes without

saying that students are at the heart of all what we do and their development is our top priority.

The University gained appraisal from regional and international organizations. It is a full member of the Association of Arab Universities and a member of the International Association of Universities and the Association of Arab and European Universities and a member of the Arab Organization responsible for the admission to universities in Arab countries based in Kuwait.

We are embarking on exciting partnership opportunities with international academic institutions, particularly in the UK, and this is in line with the Higher Education and Research strategies of the Higher Education Council in Bahrain. Such partnerships will clearly place ASU on the international map.

I wish all our students success and sincerely hope that they will enjoy life at ASU.

Board of Trustees

1	Prof. Waheeb Alkhaja	Chairman
2.	Dr. Fatima Al Balooshi	Vice Chairman
3.	Dr. Fayez Al Sadah	Board Member
4.	Prof. Ghassan Aouad	Board Member
5.	Mr. Adel Nass	Board Member
6.	Mr. Waleed Alkhaja	Board Member
7.	Mr. Ghazi Nass	Board Member
8	Mr. Mohammed Al Amer	Board Member



University Council

1	Professor Ghassan F. Aouad, President	Chairman
2.	Vice President for Academic Affairs and Development	Member
3.	Vice President for Admin, Finance and Community Engagement	Member
4.	Dean of Scientific Research and Graduate Studies	Member
5.	Dean of the College of Law	Member
6.	Dean of the College of Administrative Sciences	Member
7.	Dean of the College of Arts and Science	Member
8.	Dean of College of Engineering	
9.	Acting Asst. VP for Academic Affairs and Development and Affairs	Dean of Student Member
10.	Dean of Admissions and Registration	Member
11.	Academic Staff Representative	Member
12.	President of Students Council	Member

ASU in brief

Introduction:

Applied Science University has earned its license from the Ministry of Education according to the decree issued by the Minister's Council No. (WD 140/2004) dated 5th July 2004 making it one of the first private universities in the Kingdom of Bahrain.

ASU is striving to become one of the leading universities in the Kingdom of Bahrain and in the wider Gulf region. The university aims to support the economic and social development of the Kingdom of Bahrain by providing degree programmes at both the undergraduate and post-graduate levels. Our programmes are grounded in a pedagogical framework that aims to develop our students' understanding of key theories and concepts through knowledge acquisition and the development of practical skills and life-long learning skills, while preparing our students for a range of career paths within their chosen field or discipline.

The university aims to provide its students with a high quality learning experience by ensuring an up-to-date curriculum for its degree programmes that meet the demands of the private industry and the public sector alike, locally, regionally and internationally. ASU employs experienced and well qualified academics that support student learning and the overall student experience through provision of research informed teaching, supported by a comprehensive range of learning and assessment methods. This approach produces ASU graduates that are well-equipped and capable of facing on-going challenges in their professional careers.

The university relocated to its new purpose- built campus in September 2013, covering an area of 24,000 sq. meters. It is designed to accommodate around 2,100 students at the same time, to reach a capacity of 6,300 students distributed across mornings, evenings and weekends.



The campus is designed to provide a suitable educational atmosphere in accordance with the highest international and local standards using the latest electronic technology in classrooms, including design studios, lecture halls, computer labs, language and specialized laboratories, as well as a high-tech library and a state-of-the-art lecture theatre with 320 seats. In addition, Wi-Fi connection is available across the campus. The University is currently in the process of building several sports facilities including tennis, handball, volleyball, basketball and badminton courts.

The new building design meets international standards and supports the development of the Tubli Bay area of Bahrain. The design took into account a set of principles and considerations that are compatible with the Higher Education Council's decision (4) for the year 2007 with regards to the list of higher education's buildings and facilities requirements.

The new university campus consists of 3 main buildings. The first building being the academic building consists of six floors and a ground floor featuring the front yard and entrance hall, the

deanship of admissions and registration, cafes, lounges and a library. The library includes all the requirements and issues set forth by the Higher Education Council, in addition to 13 research chambers, computers in electronic library and enough shelves to house 23 thousand books and references. The academic building spans over a 14,000 sqm area and consists of 7 floors, plus 4 extra floors with a clock tower - headquarters, academic faculty, colleges, the deanship of scientific research and graduate studies.

The second building is the administrative and services building. With a total area of 2200 sqm, this building includes administrative offices and areas for student activities, including the ground floor which includes a hall for exhibitions and seminars, offices for department managers and meeting rooms. The third building is the training center and it consists of two floors with a total area of 1266 sqm 633 sqm per floor.

The campus is located between Manama and Riffa, in the CAPITAL Governorate in a heavily populated and is easily accessible from the most parts of Bahrain.



Vision, Mission, Objectives and Values of ASU

ASU Vision:

The vision of Applied Science University is to be one of the leading private universities supporting practical learning and research in Bahrain and the Gulf.

ASU Mission:

ASU is committed to offering an education that is accessible to academically competent students of Bahrain, the Gulf and beyond, and to deliver academic programmes of quality that graduate students equipped with knowledge and skills relevant locally and regionally. ASU is further dedicated to the promotion of a culture of learning and research for its students, staff and faculty, strengthening academic and professional partnerships, and developing networks locally, regionally and globally to engage meaningfully with Bahrain and Gulf Community at large.

ASU Objectives:

1. To assume social responsibility and to serve the local and regional community.
2. To further enhance scientific research standards in all fields of knowledge.
3. To offer new specializations to meet the market demands.
4. To keep abreast of scientific developments and to provide all the means of academic success.

ASU Values:

1. Integrity:

ASU's community values honesty, fairness and academic integrity as fundamental to its vision and mission, and will recognize, affirm and uphold this value in a responsible and committed manner.

2. Collaboration and Team Spirit:

ASU's community recognizes collaboration and team spirit to be at the heart of the institutional culture and will promote these values in a dedicated manner.

3. Loyalty:

ASU's students, faculty and staff cherish loyalty and commitment and recognize these values to be inherent in their culture of cooperation and dedication.

4. Social Responsiveness and Community Engagement:

ASU's students, faculty and staff value their partners, networks and communities and intend to engage with them in a thoughtful, respectful, responsible and meaningful manner.

5. Quality:

ASU's community values quality as an ideal and standard that should characterize its processes, outcomes, people and partners.

Colleges and Departments

The University comprises of the following colleges and departments:

College of Administrative Sciences

1. Department of Business Administration
2. Department of Accounting and Finance
3. Department of Management Information Systems
4. Department of Political Science

College of Arts and Science

1. Department of Design and Art

2. Department of Computer Science
3. Department of General Studies

College of Law

1. Department of Private Law
2. Department of Public Law

College of Engineering

1. Department of Civil and Architectural Engineering
2. Department of Electro-Mechanical and Telecommunication Engineering

Academic Programmes

The University's colleges and departments offer both undergraduate and graduate programmes leading to Bachelor Degrees and Master Degrees in a number of specializations. The programmes available are listed below.

Undergraduate Programmes

1. Bachelor Degree in Business Administration
2. Bachelor Degree in Accounting
3. Bachelor Degree in Accounting and Finance

4. Bachelor Degree in Political Science
5. Bachelor Degree in Management Information Systems
6. Bachelor Degree in Graphic Design
7. Bachelor Degree in Interior Design
8. Bachelor Degree in Computer Science
9. Bachelor Degree in Law
10. Bachelor Degree (Hons) in Management and Business Studies (English).
11. Bachelor Degree (Hons) in Accounting and Finance (English).
12. Bachelor Degree (Hons) in Architectural Design Engineering (English).
13. Bachelor Degree (Hons) in Civil and Construction Engineering (English).

Postgraduate Programmes

1. Master Degree in Accounting and Finance
2. Master Degree in Business Administration
3. Master Degree in Human Resource Management
4. Master Degree in Law
5. Master Degree in Commercial Law



Bachelor

Programmes

University Requirements (Courses)

University Compulsory Requirements (21 Credit Hours)

Course Code	Course Title	Credit Hours	Prerequisite
ARB101	Arabic Language	3	None
ENG101	English 1 (for programmes taught in Arabic)	3	None
ENG102	English 2 (for programmes taught in Arabic)	3	ENG101
ENG111	Upper Intermediate English (for programmes taught in English)	3	None
ENG112	Advanced English (for programmes taught in English)	3	ENG111
CS104	Computer Skills	3	None
HBH105	Bahrain Civilization & History	3	None
HRI06	Human Rights	3	None
BA161	Introduction to Entrepreneurship	3	None

Compulsory Courses and their Descriptions

ARB101 - Arabic Language

The course deals with issues related to Arabic grammar and literature. It studies some basic linguistic issues in the vocabulary, morphology, syntax and semantics of Arabic. It also covers stylistic and literary features through analysing and discussing certain selected texts from the Holy Quran and other literary masterpieces.

ENG101 - English I

The course is a required university course for all bachelor students whose medium of instruction is Arabic. It is designed to meet the needs of general and everyday English skills and is integrative to basic language skills. The course concentrates on the grammatical structures of simple English sentences and the vocabulary students need in their studies to follow lectures and to read references.

ENG102 - English 2

The course is a required university course for all bachelor students whose medium of instruction is Arabic. It is a continuation of ENG101 and is integrative to the four language skills in the frame of general English. The course takes students from pre-intermediate to upper-intermediate level and provides practice for English language structures and communication skills. Students develop and present their own ideas through the practice of in reading, writing, listening and speaking skills needed to communicate in both professional and personal situations.

ENG 3 - Upper-Intermediate English

The course is the first of two credit English courses which ASU students enrolled in MIS, CS, and ACC bachelor programmes are required to take during their first year of study. It aims at exposing students to a wide variety of reading passages, providing them with adequate practice in scanning to find

information from texts, guessing meaning from context, and critical thinking. Grammatical structures are introduced in context with questions that encourage students to work out the rules for themselves. The vocabulary syllabus concentrates on learning new words in lexical sets. ENGI11 is a skill-building course which enables students to speak with ease and confidence, communicate with different types of people, discuss academic, social and professional matters, listen to news in English, read newspapers, magazines and references, write personal and business letters, write reports and articles, etc.

ENGI12 - Advanced English

The course is the second of two English language courses which students are required to take during their study at the University. It is a skill-building course which enables students to speak with ease and confidence, communicate with different types of people, discuss academic, social and professional matters, listen to news in English, read newspapers, magazines and references, write personal and business letters, write reports and articles, etc. It fulfils a high level of proficiency in English as a prerequisite for academic, social and professional success.

CSI04 - Computer Skills

The course covers the following topics: basic concepts of information technology, using computers to manage files: word processing, spreadsheets, presentations and databases.

HBHI05 - Bahrain Civilization & History

The course deals with the history of Bahrain from 1500 until 1800. It studies the stages of the Portuguese invasion of this part of the world and the international power struggle that erupted after the invasion. It also deals with the rule of Al-Utuub Tribe of Bahrain and the reign of Al Khalifa thereafter.

HRI06 - Human Rights

The course discusses the basic principles of human rights. It acquaints the students with the nature of human rights, their realms and sources, focusing on the international legal provisions concerning human rights included in the following documents: United Nations Charter, International Declaration of Human Rights, International Accord on Civil and Political Rights, International Accord on Social and Economic Rights, international agreement against torture and inhumane, disrespectful punishment, and protection mechanisms and constitutional organization of public rights and freedoms in the Kingdom of Bahrain.

BAI61 Introduction to Entrepreneurship

This course aims at studying the concept and explaining the elements of entrepreneurship giving the students the required knowledge and skills to turn ideas into applied projects, according to the rules of company establishment code. Moreover, the student will gain the needed skills for entrepreneurs such as planning, organizing, marketing and financing through a bundle of local, regional and international case studies in entrepreneurship.

University Elective Requirements (6 Credit Hours)

Course Code	Course Title	Prerequisite	Credit Hour
Group 1			
ISL101	Islamic Culture	-	3
ISL102	Islamic Ethics	-	3
ISL103	Islam and Contemporary Issues	-	3
Group2			
LIB101	Introduction to Library Science	-	3
MAN101	Man and Environment	-	3
SOC101	Introduction to Sociology	-	3
SPT101	Special Topics	-	3
CS205	Computer Applications	CS104	3
LFS102	Thinking and Communication Skills Development	-	3

Elective Courses and their Descriptions

ISL101 - Islamic Culture

The course deals with the concept of culture in general and the concept of Islamic culture in particular. It studies the characteristics of Islamic culture, its sources, fields of study and role in the creation of the Islamic character. It also deals with the so-called cultural invasion, its types, methodologies and other related issues.

ISL102 - Islamic Ethics

The course stresses the importance of ethics in Islam and the value Islam gives to ethics in general and work ethics in particular. It draws general comparisons of the treatment of ethics along different ages in the history of Islam and offers insights to the possible tools to enhance work ethics according to Islam.

ISL103 - Islam and Contemporary Issues

The course deals with the way Islam deals with contemporary issues such as the phenomenon of fanaticism, determination of Islamic calendar, alms tax (Zakat) on money and jewelry, democracy and government systems, and other scientific and cultural developments.

SOCI01 - Introduction to Sociology

The course introduces the students to sociology, the scientific study of society. It emphasizes social interaction processes and their impact on members of any society. It also provides students with the knowledge of the main social phenomena and the components of social structure.

MAN101 - Man and Environment

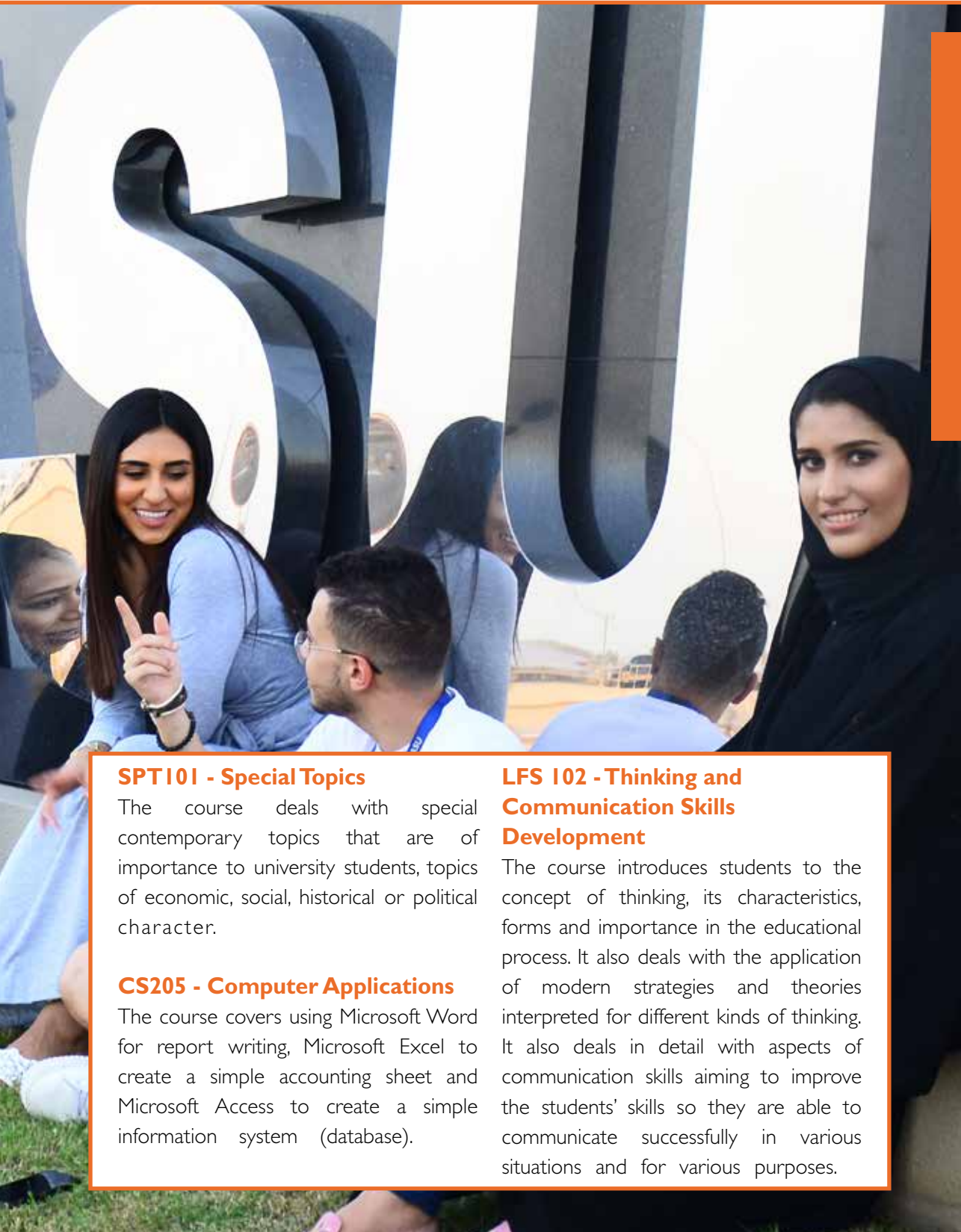
The course deals with issues related to the relationship between human beings and the environment they live in focusing on the environment of university students. It draws



the students' attention to the importance of environment and the necessity to take care of it.

LIB101 - Introduction to Library Sciences

The course introduces students to the library sciences. It gives a general historical review of the development of libraries through the ages and sheds light on the importance of libraries in the development of knowledge and sciences. It also reviews the services that library provides.



SPT101 - Special Topics

The course deals with special contemporary topics that are of importance to university students, topics of economic, social, historical or political character.

CS205 - Computer Applications

The course covers using Microsoft Word for report writing, Microsoft Excel to create a simple accounting sheet and Microsoft Access to create a simple information system (database).

LFS 102 - Thinking and Communication Skills Development

The course introduces students to the concept of thinking, its characteristics, forms and importance in the educational process. It also deals with the application of modern strategies and theories interpreted for different kinds of thinking. It also deals in detail with aspects of communication skills aiming to improve the students' skills so they are able to communicate successfully in various situations and for various purposes.



College of

Administrative Sciences

College Compulsory Courses

Course Code	Course Title	Prerequisite	Credit Hour
ACC 101	Principles of Accounting (I)	-	3
ACF 101	Principles of Accounting (I) (E)	-	3
BA 101	Principles of Management (I)	-	3
BA 108	Principles of Management (I) (E)	-	3
ECO 102	Principles of Microeconomics	-	3
ECO 104	Principles of Microeconomics	-	3
ECO 103	Principles of Microeconomics	ECO 102	3
ECO 105	Principles of Microeconomics	ECO 104	3
MATH 101	Business Mathematics	-	3
MATH 102	Business Mathematics (E)	-	3
POL 101	Introduction to Political Science	-	3
POL 110	Introduction to Political Science (E)	-	3
STA 101	Principles of Statistics	MATH 102	3
BA 211	Principles of Marketing	BA 101	3
BA 218	Principles of Marketing (E)	BA 108	3
BA 303	Methods of Scientific Research	-	3
BA 307	Methods of Scientific Research (E)	-	3

College Compulsory Courses and their Descriptions

ACCI01 - Principles of Accounting 2

This course concentrates on basic accounting concepts, principles and assumptions, basic accounting equations, the accounting cycle (journalizing, posting, preparation of a trial balance, financial statement), adjusting entries, the accounting cycle for a merchandising company, computing inventory cost under periodic & perpetual inventory systems.

(Prerequisites: None)

* For programmes delivered in Arabic

ACFI01 - Principles of Accounting I (E)

This course concentrates on accounting concepts, principles and assumption, basic accounting equation, the accounting cycle (Journalizing, posting, prepare trial balance, financial statements), adjusting entries, the accounting cycle for a merchandising company, compute inventory cost under periodic and perpetual inventory systems.

(Prerequisite: None)

* For programmes delivered in English

BA 101 - Principles of Management I

This is an introductory course for the study of management and the role it plays in organizations. It introduces students to the ideas

of managerial levels, skills and management concepts. It develops their understanding about how successful employees and managers operate. The course begins with a historical overview of the management field and evolution of management thoughts. Additionally, the course focuses on the management process/ managerial functions such as planning, organizing, leading, and controlling.

(Prerequisite: None)

* For programmes delivered in Arabic

BA108 - Principles of Management I (E)

This is an introductory course for the study of management and the role it plays in organizations. It introduces students to the ideas of managerial levels, skills and management concepts. It develops their understanding about how successful employees and managers operate. The course begins with a historical overview of the management field and evolution of management thought. Additionally, the course focuses on the management process/ managerial functions such as planning, organizing, leading, and controlling.

(Prerequisite: None)

* For programmes delivered in English

ECO102 - Principles of Microeconomics

Economics is the study of how people satisfy their wants in the face of limited resources. Micro economics deals with the behavior of individual households and firms and is the subject of this course. The course details a study on how households make decisions about what goods to buy and how firms make decisions about what to produce, how

to produce and for whom to produce.

(Prerequisite: None)

* For programmes delivered in English

ECO104 - Principles of Microeconomics

This course studies the methods of meeting the needs of society within limited resources, in addition to the conduct of individuals and economic institutions behavior in marketing decision-making. The course also includes consumption decisions made by individuals and production decisions made by industrial institutions.

(Prerequisite: None)

* For programmes delivered in Arabic

ECO103 - Principles of Macroeconomics

This course covers the major topics and issues related to analysis of national income and its components, economic indicators, inflation and unemployment, money and banking, stabilization policies, governmental fiscal and monetary policies, and economic growth and world trade. As a result, students will be able to generate, interpret, label, and analyze graphs, charts, and data in order to describe and explain economic concepts.

(Prerequisite: ECO 102)

* For programmes delivered in English

ECO105 - Principles of Macroeconomics

This course includes calculation and analysis of national income in various ways, it also

deals with the economic criteria, inflation and unemployment as well as the cash effects on the economy and policies overall balances that lead to economic stability, such as fiscal and monetary policies, it also deals with the rate of economic growth and foreign trade.

(Prerequisite: ECO 104)

* For programmes delivered in Arabic

MATH 101 – Business Mathematics

This course exposes the students to a wide variety of problem descriptions and methods of analysis. It focuses on the field of Business and is the ideal choice if you are interested in developing mathematical skills with a business emphasis. In addition, the course combines the fundamentals of applicable mathematics with the study of business management applications.

(Prerequisite: None)

* For programmes delivered in Arabic

MATH102 - Business Mathematics (E)

This course exposes the students to a wide variety of problem descriptions and methods of analysis. It focuses on the field of Business and is the ideal choice if you are interested in developing mathematical skills with a business emphasis. In addition, the course combines the fundamentals of applicable mathematics with the study of business management applications.

(Prerequisite: None)

* For programmes delivered in English

POLI01 - Introduction to Political Sciences

This course aims at introducing the basic concepts and terminology such as the concept

of politics, political science, the relationship between political science and other humanitarian sciences, the research methods in political science and the key concepts of the political science such as the state; its concept, origin and functions.

(Prerequisite: None)

* For programmes delivered in Arabic

POLI 10 - Introduction to Political Sciences (E)

This course introduces the basic concepts of political science such as the state; its concept, origin and functions. It introduces students to the forms of states and governments. This course gives insights to the issues of political sociology such as the relations between government and society, political parties, public opinion. Additionally, the course covers topics such as principles of international relations international politics and international order.

(Prerequisite: None)

* For programmes delivered in English

STA101 - Principles of Statistics

This course deals with all aspects of the collection, processing, presentation, and interpretation of measurements or observations, that is, with all of aspects of the handling of data. Thus, data constitutes the raw material we deal with statistics, and its collection is of major concern in any statistical investigation. The topics covered are concepts, tools, techniques and methods of statistics, data managing techniques, descriptive tools, and inferential statistics.

(Prerequisite: MATH 101)

BA211 - Principles of Marketing

This course focuses on the essentials of marketing, its nature and scope that are crucially important to the organization's success in a dynamic environment. The course provides a broad background on the marketing concept, the role of marketing both within the organization and the external environment, the marketing mix, (product, place, promotion and price), market segmentation, targeting and positioning, consumer and business behavior. During this course the student will learn to think like a marketer and will understand how marketing managers use marketing elements to enable their business organization to gain a competitive advantage.

(Prerequisite: BA101)

* For programmes delivered in Arabic

BA218 - Principles of Marketing (E)

This course focuses on the essentials of marketing, its nature and scope that are crucially important to the organization's success in a dynamic environment. The course provides a broad background on the marketing concept, the role of marketing both within the organization and the external environment, the marketing mix, (product, place, promotion and price), market segmentation, targeting and positioning, consumer and business behavior. During this course the student will learn to think like a marketer and will understand how marketing managers use marketing elements to enable their business organization to gain a competitive advantage.

(Prerequisite: BA108)

* For programmes delivered in English

BA303 - Methods of Scientific Research

This course studies the scope and significance of business research. It introduces students to the various aspects of business research, its types, tools and methods. Students will learn how to apply business research techniques into real world situations. The course covers topics such as





the identification of a topic by the student, proposition of hypothesis, formulation of research inquiries, development of literature review, selection of research design and methodologies. Additionally, students will learn data collection techniques; primary and secondary data with application to specific problems, scaling and research instrument design and sampling design.

(Prerequisite: None)

* For programmes delivered in Arabic

BA307 - Methods of Scientific Research (E)

This course studies the scope and significance of business research. It introduces students to the various aspects of business research, its types, tools and methods. Students will learn how to apply business research techniques into real world situations. The course covers topics such as the identification of a topic by the student, proposition of hypothesis, formulation of research inquiries, development of literature review, selection of research design and methodologies. Additionally students will learn data collection techniques; primary and secondary data with application to specific problems, scaling and research instrument design and sampling design.

(Prerequisite: None)

* For programmes delivered in English

Department of

Business Administration

Study Plan Year I

First Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA101	Principles of Management I	-	3
MATH101	Business Mathematics	-	3
ENGI01	English Language I	-	3
POL101	Introduction to Political Sciences	-	3
Total			12

Second Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
CS104	Computer Skills	-	3
ENGI02	English Language 2	ENGI01	3
ACCI01	Principles of Accounting I	-	3
HRI06	Human Rights	-	3
-	University Elective (I)	-	3
Total			15

Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA102	Principles of Management 2	BA101	3
BA161	Introduction to Entrepreneurship development	-	3
ARBI01	Arabic Language	-	3
HBHI05	Bahrain Civilization & History	-	3
STA101	Principles of Statistics	MATH101	3
ECO104	Principles of Microeconomics	-	3
Total			18

Fourth Semester

Course Code	Course Title	Pre-requisite	Credit Hour
BA211	Principles of Marketing	BA101	3
FIN251	Financial Management	ACC101	3
LAW021	Principles of Commercial Law	-	3
MIS211	Management Information Systems	BA101 + CSI04+ ENGI02	3
ACC221	Cost Accounting	ACC101	3
-	University Elective (2)	-	3
Total			18

Year 3

Fifth Semester

Course Code	Course Title	Pre-requisite	Credit Hour
BA241	Quantitative Methods in Management E	STA101 + ENGI02	3
ECO105	Principles of Macroeconomics	ECO104	3
BA251	Organizational Behavior	BA102	3
BA303	Methods of Scientific Research	-	3
BA231	Human Resources Management	BA102	3
BA332	Business Communication E	BA102 + ENGI02	3
Total			18

Sixth Semester

Course Code	Course Title	Pre-requisite	Credit Hour
BA415	Sales Management	BA102 + BA211	3
BA342	Operations Management	BA102 + BA241	3
BA252	Organization Theory	BA251	3
BA362	International Business	BA211 + BA231 + FIN251	3
ACC324	Managerial Accounting	ACC221	3
-	Programme Elective (1)	-	3
Total			18

Year 4

Seventh Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA353	Business Ethics	BA102	3
BA392	Field Training	BA361 + 90 Credit Hours	3
BA361	Entrepreneurship	BA211 + BA231 + FIN251	3
BA355	Organizational Change and Development	BA252	3
BA443	Business Decision Making	BA241	3
BA344	Supply Chain Management	BA342	3
Total			18

Eighth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA454	Leadership and Group Dynamics	BA355	3
BA463	Innovation Management	BA361	3
BA421	Feasibility Studies	BA361	3
BA464	Strategic Management E	BA102+114 Credit Hours	3
BA499	Applied Research in Business	BA392	3
-	Programme Elective(2)	-	3
Total			18

Course Descriptions

Programme Compulsory Courses

LAW 021 – Principles of Commercial Law

This course deals with the study of the principles of commercial law through a preliminary section about the appearance of commercial law and the development of its sources. The first section deals with the commercial business with its different types. In the second section, the subject of the trader and the trading shop was discussed. Finally, the commercial contracts were discussed in terms of general provisions and types through the third section.

(Prerequisite: None)

BA 102 – Principles of Management 2

The course deals with the concepts of the organization, its characteristics and legal forms. This course focuses on the provision of a comprehensive understanding of the organization functions (production, marketing, finance, human resource, knowledge & information and management). Additionally, it covers the organization's relationship with the surrounding environment.

(Prerequisite: BA 101)

MIS 211 – Management Information Systems

This course presents computer-based solutions to problems encountered in the business environment. It focuses on systems, information systems concepts and technologies. Students will learn the most effective ways to use information systems to achieve competitive advantages for the business. Topics include: information systems types, computer and IT applications, information systems key resources, integrating collaborating

environments, supply chain management, databases and data warehouses.

(Prerequisite: ENG 102 + BA 101 + CS 104)

ACC 221 - Cost Accounting

This course aims at equipping students with detailed knowledge and advanced skills in cost accounting. The main topics covered during this course are: introduction to cost accounting, cost terms and purposes, job order costing, process costing, and activity-based costing systems, activity-based management, allocation of support department cost, and joint products and byproducts.

(Pre-requisite: ACC 101)

BA 231 – Human Resources Management

This course introductory course in the field of Human Resource Management (HRM) is designed to introduce students to detailed knowledge and understandings associated with the field. The course covers the main theories, principles and concepts associated with HMR. The course also exposes students to the major challenges and problems encountered in the HRM environment and introduces them to the tools, techniques and practices used by HRM professionals to deal with problems and issues encountered in the workplace, some of which may be undefined.

(Prerequisite: BA 102)

BA 241 – Quantitative Methods in Management E

This course provides an introduction to the concept, theories and principles associated with and application of quantitative methods in Management. It develops the mathematical and statistical competence necessary to facilitate progression in areas such as Operation Management necessary

for decision making. The course builds on concepts and analytical techniques taught in (STA 101) Principles of Statistics, developing more advanced quantitative methods, such as, Linear Programming and Sensitivity and Duality Theory, Transportation, Assignment Problems, and Network. Quantitative methods are used throughout business, government and non-profit sector of the economy. Effective participation in decision-making will enable students to, at a minimum, understand and interpret statistical reports.

(Prerequisite: STA 101 + ENG 102)

BA 251 – Organizational Behavior

The course deals with a comprehensive analysis of human behavior at both individual and organizational levels. Topics include personality and attitudes, perception and attribution, motivation, communication, work stress, group and team dynamics, leadership, decision making, quality, ethics, job and organization design, conflict management, organizational culture and politics, and organizational change.

(Prerequisite: BA 102)

FIN 251 – Financial Management

This course will introduce students to the concepts and tools of financial management. The focus of the course is decision making in a financial context. It therefore examines the techniques that are used in businesses to make decisions that are consistent with the efforts to increase the wealth of the owners of the business in a corporate environment. The topics covered include but are not limited to financial analysis, the time value of money, capital budgeting, risk and return, valuation of future cash flows, valuation of stocks and bonds, and long term financing.

(Prerequisite: ACC 101)

BA 252 – Organization Theory

The course provides students with the advanced knowledge related to organizational theory that helps the student in understanding and analyzing organizations. This course examines what an organization is and how it functions, why organizations exist, and what objectives they pursue. It also review issues related to the life cycle of organizations: how do they grow and survive. The environment in which the organization operates is another important topic. Additionally, the course includes theories and practical information about different types of organizational structures, organizational change, organizational culture and innovation within organizations.

(Prerequisite: BA 251)

ACC 324 - Managerial Accounting

This course aims at equipping students with specific competencies in decision-making and control enabling them to evaluate, select and apply various management accounting techniques - displaying integrated knowledge. The main topics covered during this course are: advanced behavioral aspects of cost; cost-volume-profit analysis; advanced concepts in integrated planning and budgeting; performance management in decentralized organizations; relevant decision making in various scenarios; price setting for internal and external purposes.

(Pre-requisite: ACC 221)

BA 332 – Business Communication E

The course introduces students to the basic concepts of written and oral business communications.

This course focuses on the importance of the communication process, its objectives and types. It enables students to achieve competencies in business writing, including good and bad news

business letters, memoranda, electronic mail, persuasive messages and formal reports. The course promotes student capacity to use electronic communication and technology appropriate to contemporary business functions. Additionally, it paves the way for students' own personal development as professionals in the business world..

(Prerequisite: BA 102 + ENG 102)

BA 342 – Operations Management

The course provides students with the advanced knowledge and skills necessary to transform inputs (materials, labor, capital and management) into outputs (products or services) in a manner that explores a firm's value propositions and complies with its business strategy. Topics include: location, product selection and design, capacity planning, process selection, facilities location and design, Scheduling, Aggregate Production Planning, Material Requirements Planning (MRP), and Modern Manufacturing Systems and Future Plant. The course contributes to students' development as autonomous and responsible professionals in the business environment.

(Prerequisite: BA 102 + BA 241)

BA 344 – Supply Chain Management

The course explores the process involved in the flows of materials and information amongst firms in the manufacturing/service provision process. The flow of materials and information begins with the sourcing of raw materials and ends with the delivery of a product to end customers. This course exposes students to the efficient integration of all parties: suppliers, factories, warehouses and stores to assure the distribution of products to customers at the right time and in the right quantity. Topics include:

supplier evaluation/selection, logistics; partnering; technology; modeling; just in-time purchasing and managing risk.

(Prerequisite: BA 342)

BA 353 - Business Ethics

This course deals with the importance of ethics and its role in the business arena. Ethical dilemmas and decision-making approaches confronting all Business Organization' Stakeholders such as leaders, managers, employees, customers and the public are explored at the societal, organizational and personal levels. The major responsibility of students in this course is to make objective ethical decisions and to justify them through oral and written communication.

(Prerequisite: BA 102)

BA 355 – Organizational Change and Development

The course expose students to critical knowledge and understandings associated with organizational change and development in a dynamic and ever changing business environment. In this course, students will learn about change – its meanings – and will explore drivers for change, causes for changes related to business success or failure, and legal and regulatory issues related to change. The course provides insights to both historical and contemporary theories and methods of introducing change in organizations. Students will be exposed to how planning, managing and assessing change develops the organization. Additionally, the course focuses on organizational development as a process to promote organization problem solving capacity, potential competitiveness and overall effectiveness.

(Prerequisite: BA 252)

BA 361 -Entrepreneurship

The course is designed to provide students with practical insights into entrepreneurship and entrepreneurs. Students will learn the stages that an entrepreneur might pursue through in taking the seed of an idea and growing it into a successful business. Additionally, students will be acquainted with the challenges of owning and running a business. The course focuses on how to start and manage a new business/venture and, more specifically, on questions such as whether this new business should be part of an existing family-business, what appropriate form of ownership the business might take, the sourcing of funds, the selection of a location and other operational requirements.

(Prerequisite: BA 211 + BA 231 + FIN 251)

BA 362 – International Business

The course prepares students to conduct and manage business across borders by introducing them to the differences between domestic and international business. Both opportunities and risks are assessed in international markets. Topics covered international business entry modes, cultural effects on both organizational and individual behavior, economic integration schemes, firm specific and country specific elements and their impact on creating competitive advantages. In addition, the course explores the legal, business, social and political forces in the business environment along with relevant governmental regulations, labor force consideration and issues related to competition in the international environment.

(Prerequisite: BA 211+BA 231+FIN 251)

BA 392 - Field Training

The internship is a pre-arranged, credit-bearing work experience, which allows a student to

achieve personal goals that are aligned with the goals of a supervising professional, or agency. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate theory with practical job experience as well as develop new skills that will be transferable to future employers.

(Prerequisite: 90 Credit Hours + BA361)

BA 415 – Sales Management

The course is practice-oriented and designed to be hands-on introduction to selling and sales management, it focuses on the management of a sales programme, on what it takes to be successful in managing sales function in a personal direct sales environment by engaging students in practical sales management situations similar to real world experiences by putting him or her in the position of being a prospective sales manager. The course focuses on providing a systematic framework for understanding sales processes, how sales is distinguished from marketing and its impact in achieving the organization' overarching objectives. Additionally, this course focuses on the sales strategies, sales budgeting, forecasting and evaluating sales performance, personal selling skills and finally issues related to recruiting, compensating and retaining salespeople.

(Prerequisite: BA 102 + BA 211)

BA 421 – Feasibility Studies

This course exposes students to the area of Feasibility Studies by asking and answering questions such as 'How can the feasibility of a new idea be explored?' and 'How can dominant market trends be identified?' Students are introduced to the core theories and concepts of Feasibility Studies and are required to develop advanced knowledge

and understandings of this area of practice. The investigative methods associated with Feasibility Studies are explored and students are exposed to teaching which allows them to apply advanced knowledge to a range of issues and problems and to identify and practice specialist skills to complete advanced level tasks in the area. The course contributes to the development of generic problem solving skills as well as to communication, ICT and numeracy skills.

(Prerequisite: BA 361)

BA 443 – Business Decision Making

The course exposes the students to a wide variety of problem descriptions and methods of analysis. It equips students with quantitative tools commonly used in business setting. For example, decision theory models and decision trees will prove useful for business situation with numerous alternative decisions, each having a probability and monetary value associated with the outcome. Using break-even analysis students will be able to determine the marginal level of products to know when the company is going to profit from its operations and help the manager to control the cost. Game theory will assist students to choose the best competitive strategy.

(Prerequisite: BA 241)

BA 454 – Leadership and Group Dynamics

The course studies leadership roles in the managerial hierarchy, leadership styles and leadership techniques in business organizations. During the course, theories and concepts are used to explore team and organizational problems

in order to understand the complexity of the business environment in which groups operate. In addition, this course focuses on building team spirit, creating group interactions and dynamics, ethical and legal issues related to both leadership and group interventions.

(Prerequisite: BA 355)

BA 463 – Innovation Management

The course introduces students to the core concepts and theories related to innovation. Throughout

the course, students will learn how innovation is crucial for both individuals and organizations. Students will be provided with various tools and methods to promote innovation capacity within themselves and others. The course will equip students with the knowledge of how to contribute as innovative team, how innovation is managed in real work situations, and how to spread an innovation culture within a business organization. The course itself draws upon real-world examples and experiences of leading organizations from around the world.

(Prerequisite: BA 361)

BA 464 – Strategic Management E

This course is capstone, integrative course for graduating business administration students. This exciting, challenging course focuses on how firms formulate, implement, and evaluate strategies. Strategic management concepts and techniques are studied. Students use all the knowledge acquired from prior business courses, coupled with new strategic-management techniques learned, to chart the future direction of different organizations. The

major responsibility of students in this course is to make objective strategic decisions and to justify them through oral and written communication.

(Prerequisite: BA 102 + 114 Credit Hours)

BA 499 – Applied Research in Business

This course is designed to develop and sustain students' readiness to work on real business problems related to their work or areas of interest.

The course gives students the opportunity to conduct research and gather data to which theoretical knowledge can be applied in order to diagnose and solve the problems encountered in business organisations.

The research could involve a study about new market opportunities, a comparative study of the best practices in the field, or a study of the perceptions of employees or clients of a certain business problem or service.

(Prerequisite: BA 392)

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Department of
Accounting and Finance

Bachelor in Accounting

Requirements/Courses	Number of Credit Hours
University Compulsory	21
University Elective	6
College Compulsory	27
Major Compulsory	75
Major Elective	6
Total Number of Credit Hours	135

Study Plan

Year I

First Semester			
Course Code	Course Title	Prerequisite	Credit Hour
ARB101	Arabic Language	-	3
ENGI01	English Language I	-	3
ECO104	Principles of Microeconomics	-	3
ACCI01	Principles of Accounting I	-	3
BAI01	Principles of Management I	-	3
HBHI05	Bahrain Civilization and History	-	3
Total			18

Second Semester			
Course Code	Course Title	Prerequisite	Credit Hour
ENGI02	English Language 2	ENGI01	3
CS104	Computer Skills	-	3
ACCI02	Principles of Accounting 2	ACCI01	3
MATH101	Business Mathematics	-	3
ECO105	Principles of Macroeconomics	ECO104	3
Total			15

Year 2

Third Semester			
Course Code	Course Title	Prerequisite	Credit Hour
FIN251	Financial Management	ACC101	3
BA211	Principles of Marketing	BA101	3
STA101	Principles of Statistics	MATH101	3
ACC204	Corporate Accounting	ACC102	3
BA161	Introduction to Entrepreneurship	-	3
-	University Elective (2)	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Prerequisite	Credit Hour
HRI06	Human Rights	-	3
ACC205	Intermediate Accounting I	ACC102	3
ACC203	Principles of Accounting (E)	ACC102 + ENGI02	3
ACC221	Cost Accounting	ACC101	3
LAW021	Principles of Commercial Law	-	3
-	University Elective (2)	-	3
Total			18

Year 3

Fifth Semester			
Course Code	Course Title	Prerequisite	Credit Hour
POL101	Introduction To Political Sciences	-	3
BA241	Quantitative Methods in Management E	STA101 + ENGI02	3
ACC306	Intermediate Accounting 2	ACC205	3
FIN352	Markets and Financial Institutions	FIN251	3
ACC341	National and Government Accounting	ACC204	3
ACC324	Managerial Accounting	ACC221	3
Total			18

Sixth Semester

Course Code	Course Title	Prerequisite	Credit Hour
BA303	Methods of Scientific Research	-	3
ACC307	Advanced Accounting	ACC204	3
ACC311	International Accounting Standards	ACC306	3
ACC332	International Auditing Standards	ACC306	3
ACC340	Islamic Accounting	ACC204	3
ACF343	Computer Applications in Accounting and Finance	ACC324+CS104 +ENGI02	3
Total			18

Year 4

Seventh Semester

Course Code	Course Title	Prerequisite	Credit Hour
ACF461	Financial Analysis	ACC306+ENGI02	3
ACC461	Internship	90 Credit Hours + ACC307 + ACC341	3
ACC433	Auditing	ACC332	3
ACC412	Accounting Theory	ACC307	3
-	Programme Elective	-	3
Total			15

Eighth Semester

Course Code	Course Title	Prerequisite	Credit Hour
ACC443	Accounting Information System	ACF343	3
ACC463	Contemporary Accounting Topics	ACC307	3
ACC434	Profession Ethics	ACC433	3
ACC469	Applied Research in Accounting	ACC461	3
-	Programme Elective	-	3
Total			15

Course Descriptions

Programme Compulsory Courses:

LAW 021 – Principles of Commercial Law

The course is designed to introduce students to the basic concepts of commercial law. It begins with a historical overview of commercial law and its development. This course exposes students to different patterns of business organizations and different legal forms of ownership. Additionally, the course covers different commercial contracts in terms of their general provisions and types, and gives insight to commercial mortgage, commercial agencies, and brokers.

(Prerequisite: None)

ACC 102 – Principles of Accounting 2

This course covers a number of accounting topics concerning the accounting system of economic entities that include adjustments, preparation of a bank reconciliation, accounting assessment processes of the most important clauses of the financial statements, merchandising inventory systems, types of accounting errors and preparing correcting entries, in addition to the preparation of the worksheet.

(Prerequisite: ACC 101)

ACC 203 - Principles of Accounting (E)

This course represents an introduction to study a number of topics including the general framework of cost accounting, cost behavior, cost classification within different types of companies, preparation of costs statements for industrial companies, preparation of income

statements according to various costs theories.

(Prerequisites: ACC101)

ACC 204 - Corporate Accounting

This course covers a range of topics related to accounting of partnership and corporation companies in terms of accounting fundamentals for the formation of companies, the changes that occur in its capital accounts, partners' admissions and withdrawals, processing bonds payable and Treasury Stocks, profit and loss allocation and companies' liquidation.

(Prerequisite: ACC 102)

ACC 205 - Intermediate Accounting I

This course expands upon the underlying framework and concepts of financial accounting in the context of how accounting fits into the overall business environment of contemporary society. It provides a comprehensive review of the accounting process, conceptual basis of accounting, classification of financial statements and related information, and also all transactions related with property, plant and equipment. This course includes also many topics in financial accounting.

(Prerequisite: ACC 102)

ACC 221 - Cost Accounting

This course aims at equipping students with detailed knowledge and advanced skills in cost accounting. The main topics covered during this course are: introduction to cost accounting, cost terms and purposes, job order costing, process costing, and activity-based costing systems, activity-based management, allocation of support department cost, and joint products and byproducts.

(Prerequisites: ACC101)

BA 241 - Quantitative Methods in Management E

This course provides an introduction to the concepts and applications of quantitative methods in management. It develops mathematical and statistical competence necessary to facilitate progression in courses such as Operations Management and Business Decision Making, however this course builds on the concepts and analytical taught in Principle of Statistics (STA 101). This course focuses on developing quantitative methods, such as, linear programming, sensitivity and duality theory, transportation and assignment problems, network and queuing theory in addition to waiting line, game theory and simulation. Quantitative methods are used throughout business, government and non-profit sector of the economy. An effective participation in decision-making must be able to understand and interpret statistical data.

(Prerequisite: SAT 101 + ENG 102)

FIN 251 - Financial Management

This course will introduce students to the concepts and tools of financial management. The focus of the course is decision making in a financial context. It therefore examines the techniques that are used in businesses to make decisions that are consistent with the efforts to increase the wealth of the owners of the business in a corporate environment. The topics covered include but are not limited to financial analysis, the time value of money, capital budgeting, risk and return, valuation of future cash flows, valuation of stocks and bonds, and long term financing.

(Prerequisites: ACC101)

ACC 306 - Intermediate Accounting II

This course is considered as an extension to intermediate accounting (I) and includes many topics in financial accounting, such as current and non-current liabilities, equity, dilutive securities, investments, revenue recognition, leases, accounting changes and error analysis, statement of cash flows and also a presentation and disclosure in financial reporting.

(Prerequisite: ACC 205)

ACC 307 - Advanced Accounting

This course is an introduction to a detailed and deep study of topics specialized in financial accounting including accounting of business combinations and the consolidation before and after financial statements on the date of business combination using different accounting methods. The course also includes the exchange of operations between parents and subsidiaries companies related to a set of paragraphs such as inventory intercompany transactions, fixed assets and bonds.

(Prerequisite: ACC 204)

ACC 311 - International Accounting Standards

This course deals with a set of international accounting standards issued by specialized international bodies which are applied in the Kingdom of Bahrain, This course focuses on the ways and rules of representation and accounting disclosure for each of the criteria that has been selected in order to help the student transmitting the scientific basis of these standards to the applied field.

(Prerequisite: ACC 306)

ACC 324 - Managerial Accounting

This course aims at equipping students with specific competencies in decision-making and control enabling them to evaluate, select and apply various management accounting techniques - displaying integrated knowledge. The main topics covered during this course are: advanced behavioral aspects of cost; cost-volume-profit analysis; advanced concepts in integrated planning and budgeting; performance management in decentralized organizations; relevant decision making in various scenarios; price setting for internal and external purposes.

(Prerequisites:ACC221)

ACC 332 - International Auditing Standards

This course includes a number of topics related to the standards organizing the audit process including: the theoretical framework for an objective auditing, the primary responsibility to auditors, relative importance and risk, error and fraud and the responsibility of the auditors in discovering them, International Auditing Standards that contains the general standards and standards of fieldwork and reporting standards, the audit report, ethics and behavior of audit profession. The course includes as well, the auditor legal responsibility and auditing evidences.

(Prerequisite:ACC 306)

ACC 340 - Islamic Accounting

This course covers a range of topics related to Islamic accounting from theoretical and practical perspectives and the fields where it is used within Islamic financial institutions, in addition to perceiving of accounting treatments for a wide range of financing tools practiced by Islamic banks, and developing students' skills

in preparing the final financial statements for Islamic Financial Institutions.

(Prerequisite:ACC 204)

ACC 341 - National and Government Accounting

This course covers a number of topics concerning the governmental accounting and nonprofit organizations and includes accounting principles in governmental accounting and the impact of government legislation on it, the state's budget, its rules, classifications and evolution, the foundations of accounting measurement used in governmental accounting, accounting of allocated funds and transfers between appropriations and classification of accounts at the end of period.

(Prerequisite:ACC 204)

ACF 343 – Computer Applications in Accounting and Finance

This course contains a study of utilizing the computer to develop and maintain accounting record-keeping systems, make management decisions by using accounting and financial data, record daily business transactions, and generate financial statements using Easy-soft hardware program. This course also develops the ability of the student to prepare financial statements, spreadsheet of reports, financial analysis, evaluation bonds and stocks, and also how to calculate and chart with the use of Microsoft Office Excel.

(Prerequisite:ACC324 + CSI04 + ENG102)

FIN 352 - Markets and Financial Institutions

This course deals with five of the financial markets: the capital market (stocks and bonds), the Money market, the mortgage

market, Financial Derivatives Markets and the foreign exchange market. This course includes an explanation of the financial tools which are used in these five markets, in addition to the pricing mechanism of each tool of these tools, and the role of these markets in the long-term and short-term investment, financing, and hedging.

(Prerequisite: FIN 251)

ACC 412 - Accounting Theory

This course deals with the intellectual basis of accounting and accounting evolution, the theory in accounting, measurement and disclosure rules for accounting information, the basic concepts of financial statements, basic accounting assumptions, generally accepted accounting principles. The course also deals with modern controversial aspects of the accounting thought and illustrates the theories of accounting and its application in Professional practices.

(Prerequisite: ACC 307)

ACC 433 - Auditing

This course is an extension to the course of international auditing standards dealing with practical auditing aspect, starting from the study and evaluation of internal control systems, review procedures of revenue system and its accounts, cost of sales system and its accounts, the wages system and cash balances, and other fixed assets, the course also includes additional reports prepared by the auditor and other services provided from the auditor as well as auditing by using the computer.

(Prerequisite: ACC 332)

ACC 434 - Profession Ethics

This course deals with the analysis of the most important developments in international auditing and insurance standards and ethics rules of professional accountants to help them maintain a profession committed to a good performance, the course also deals with answering some questions, including those related to the of awareness extent of accountants of developments of principles and rules of ethical behavior. It also addresses a discussion of the elements of ethics and develops appropriate solutions in order to deal with ethical issues related to the work environment, such as financial statements misleading, corruption, exploitation, and financial scandals.

(Prerequisite: ACC 433)

ACC 443 - Accounting Information System

This course represents an introduction to study a number of topics mostly identifying terms related to accounting information systems, elements of the system and its components and relation to the management information system, system design, development methods and systems documentation , the analysis of the relationship between the branches (cycles) of the information system of accounting; revenue cycle; expenses cycle, procurement cycle; sales cycle; production cycle and the financial cycle. The course deals as well with the most important differences between the computerized information system and manual ones and the impact of the use of modern information technologies on system efficiency and effectiveness.

(Prerequisite: ACF 343)

ACC 461 – Internship

The course is designed to provide accounting programme students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. It focuses on reinforcing students' practical and transferable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables them to function well in a culturally diverse working environment. Additionally, it helps students reflect the skills they are learning and the benefits gained from the internship experience.

(Prerequisite: 90 Credit Hours + ACC 307 + ACC 341)

ACF 461 – Financial Analysis

This course investigates the financial statements analysis and goes beyond the analysis of accounting figures by exploring other financial tools like economic value added (EVA), in order to support management to take financial and investment decisions. The course will cover financial ratios, horizontal and vertical

(Prerequisite: ACC306 + ENGI02)

ACC 463 - Contemporary Accounting Topics

This course deals with a number of topics about modern accounting from the intellectual and practical sides ones regarding the intellectual framework related to environment accounting, social cost of pollution and the accounting methods used for their measurement and disclosure, and accounting treatments related

to social assets dispense, the course also addresses the general framework of inflation accounting and its impact on the financial statements, as well as its role to cover the intellectual framework and the accounting treatment of human resources accounting in addition to other topics according to the needs required in accounting development.

(Prerequisite: ACC 307)

ACC 469 - Applied Research in Accounting

This course is concerned with linking theory and application, and depends on the application of knowledge and skills acquired by students during their prior studies of accounting topics in the plan of the accounting programme in order to develop their abilities to communicate with the environment through the selection of a problem from practice about an accounting issue and search for practical and scientific solutions for it. This course includes writing a scientific discreet research in terms of form and content so that it includes the importance, problem and research hypotheses, research methodology, previous studies, research structure finding appropriate results and recommendations.

(Prerequisite: ACC 461)

Programme Elective Courses

BA 102 – Principles of Management 2

The course is designed to expose students to concepts of the organization, its characteristics and legal forms. This course focuses on the provision of a comprehensive understanding of the organization functions (production, marketing, finance, human resource, knowledge and information and management). Additionally,

it covers the organization's relationship with the surrounding environment.

(Prerequisite: BA 101)

ACC 231 - Taxation Accounting

This course deals with the concepts and goals of taxation and its types and characteristics, accounting treatments related to the registration of tax compliance and its disclosure in the financial statements, it also studies the assets and the rules and regulations of the taxable revenue accounts, and articulates the accounting income and the tax amount and how to reconcile them. The course addresses methods of determining the tax base and the amount of tax charged to shareholding companies and individual companies and also individual staff.

(Prerequisite: ACC 204)

ACC 342 - Financial Institutions Accounting

This course deals with two areas of the financial institutions systems: the first one includes accounting systems for banks and focuses on accounting treatments for different financial activities in banking business such as current accounts, transfers, letters of credit, treasury, loans, guarantees, securities trading and clearing. The second area of the course includes accounting systems for insurance companies, the concept of insurance and its types, life insurance accounting and other types of insurance.

(Prerequisite: ACC 204)

FIN 353 - Investment and Portfolio Management

This course covers topics related to the theoretical and practical background of investment and its scope, tools and evaluation methods of investment tools in addition to



the focus on developing the student analytical skills in defining the quality of the relationship between return and risk for financial portfolios and balance between them in addition to formation of investment portfolio, its managing and evaluating, as well as the types of mutual funds and their characteristics.

(Prerequisite: FIN 352)

ACC 413 - International Accounting

This course deals with explaining the theoretical framework of international accounting in terms of international companies of Accounting, auditing and international economic organizations, and the accounting practices differences between the countries, and it also addresses the investments in international companies and accounting treatments of changes in currency exchange rates operations and changes in prices resulting from inflation and methods of solving them according to different points of view. The course also includes proposed processes for accounting problems which have an international characterization.

(Prerequisite: ACC 412)

FIN 454 - International Trade and Finance

This course studies the basis and factors of international trade and the types of trade policies. The course also studies the foreign trade theories, their benefits in the national economy, their effect on increasing the efficiency of the national economy and the growth rates of national income and the status of each balance of trade and balance of payments of the country and thus the debts. This course also covers the concept, functions and types of the foreign exchange market,

supply and demand in the foreign exchange rates and the tools of payment settlement and international settlement.

(Prerequisite: FIN 352)

FIN 455 - Corporate Governance

This course deals with a number of topics related to the basic concepts of corporate governance, including: the role of stakeholders, the evolution of institutional thought, and ethical challenges faced by companies, and also deals with the rules and principles that govern the effectiveness of corporate governance, the concept of agency theory and its duties and shareholders rights and their relation to corporate governance, the course also deals with transparency and disclosure in the financial statements and their role in corporate governance.

(Prerequisite: FIN 352)

ACC 462 - Special Topics in Accounting

This course covers a number of accounting issues including those related to accounting in the establishments with departments and branches, accounting for consignment, lease selling and installment sales, accounting private professions, hotels, hospitals, associations and clubs, in addition to other accounting topics according to the need requirements and accounting development.

(Prerequisite: ACC 412)



Bachelor in Accounting and Finance (English)

Important Note: ASU no longer admits new students in this programme as it has been replaced by its new B.A (Hons) Accounting and Finance(English), offered in partnership with Cardiff Metropolitan University

Bachelor in Accounting and Finance (English)

Requirements/Courses	Number of Credit Hours
University Compulsory	21
University Elective	6
College Compulsory	27
Major Compulsory	75
Major Elective	6
Total Number of Credit Hours	135

Study Plan

Year I

First Semester			
Course Code	Course Title	Prerequisite	Credit Hour
ARB101	Arabic Language	-	3
ENG111	Upper-Intermediate English	-	3
ECO102	Principles of Microeconomics	-	3
ACF101	Principles of Accounting I	-	3
BA108	Principles of Management I	-	3
Total			15

Second Semester			
Course Code	Course Title	Prerequisite	Credit Hour
CSI04	Computer Skills	-	3
ENG112	Advanced English	ENG111	3
ACF102	Principles of Accounting (2) E	ACF101	3
MATH102	Business Mathematics	-	3
HRI06	Human Rights	-	3
ECO103	Principles of Macroeconomics	ECO102	3
Total			18

Year 2

Third Semester			
Course Code	Course Title	Prerequisite	Credit Hour
STA101	Principles of Statistics	MATH102	3
ACF151	Financial Management I	ACF101	3
ACF203	Intermediate Accounting I	ACF102	3
POLI10	Introduction To Political Sciences	-	3
BA218	Principles of Marketing	BA108	3
-	University Elective (1)	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Prerequisite	Credit Hour
BA161	Introduction to Entrepreneurship	-	3
LAW121	Principles of Commercial Law	-	3
ACF221	Cost Accounting E	ACF101	3
ACF204	Intermediate Accounting 2	ACF203	3
ACF252	Financial Management (2) E	ACF151	3
-	University Elective (2)	-	3
Total			18

Year 3

Fifth Semester			
Course Code	Course Title	Prerequisite	Credit Hour
ACF253	Insurance and Risk Management	ACF151	3
ACF374	Financial markets	ACF151	3
ACF272	Banking Management E	ACF252	3
HBH105	Bahrain Civilization and History	-	3
ACF332	International Auditing Standards	ACF204	3
-	Programme Elective (1)	-	3
Total			18

Sixth Semester

Course Code	Course Title	Prerequisite	Credit Hour
ACF311	International Accounting Standards	ACF204	3
ACF322	Managerial Accounting E	ACF221	3
ACF273	Banking and Islamic Finance	ACF272	3
BA307	Methods of Scientific Research	-	3
ACF433	Auditing	ACF332	3
Total			15

Year 4

Seventh Semester

Course Code	Course Title	Prerequisite	Credit Hour
ACF343	Computer Applications in Accounting and Finance	ACF151 +CS104+ENG111	3
ACF305	Advanced Financial Accounting E	ACF204	3
ACF342	Islamic Accounting	ACF273	3
ACF354	Investment and Portfolio Management	ACF252	3
ACF312	Accounting Theory E	ACF311	3
ACF491	Internship	90 Credit Hours + ACF311 + ACF273	3
Total			18

Eighth Semester

Course Code	Course Title	Prerequisite	Credit Hour
ACF499	Applied Research in Accounting and Finance Science	ACF491	3
ACF435	Profession Ethics	ACF433	3
ACF444	Accounting Information Systems E	ACF343	3
ACF461	Financial Analysis	ACF204 + ENG111	3
-	Programme Elective (2)	-	3
Total			15

Course Descriptions

Programme Compulsory Courses:

ACF 102– Principles of Accounting (2) E

This course is a continuation of Principles of Accounting I. The topics covered include cash, accounting for receivables, plant, natural resources and intangible assets, current liabilities, accounting for partnership and corporations.

(Prerequisite: ACF 101)

LAW 121 – Principles of Commercial Law

The course introduces students to the basic concepts of commercial law. It begins with a historical overview of commercial law and its development. This course exposes students to different patterns of business organizations and different legal forms of ownership. Additionally, the course covers different commercial contracts in terms of their general provisions and types, and gives insight to commercial mortgage, commercial agencies, and brokers.

(Prerequisite: None)

ACF 151 – Financial Management I

This course will introduce students to the concepts and tools of financial management. The focus of the course is decision making in a financial context. It therefore examines the techniques that are used in businesses to make decisions that are consistent with the efforts to increase the wealth of the owners of the business in a corporate environment. The topics covered include but not limited to financial analysis, time value of money, capital budgeting, risk and return, valuation of future

cash flows, valuation of stocks and bonds, and long term financing.

(Prerequisite: ACF101)

ACF 203 – Intermediate Accounting I

Intermediate Accounting I is the study of Accounting Principles and procedures essential to the preparation of financial statement with particular emphasis on the corporate form. This course is the first in a two-course sequence of Intermediate Accounting. It provides a comprehensive review of the accounting process that was initially discussed in Financial Accounting. Students will study the conceptual basis of accounting. Students will also deepen their understanding of the preparation and understanding of classified financial statements and related information and apply analytical tools in making both business and financial decisions.

Students will be introduced to: The environment of financial accounting and the development of accounting standards; conceptual framework underlying financial accounting; review of accounting process; statement of income and related information; retained earnings statement; balance sheet; cash and receivables; valuation of inventories; exchange of assets and intangible assets.

(Prerequisite: ACF 102)

ACF 204 – Intermediate Accounting 2

This course is a continuation of Intermediate accounting I. The topics covered include current liabilities, provisions and contingencies, noncurrent liabilities, bonds issued at premium and discount, dividends, book value per share, equity, lump-sum sale of securities, preference shares, dividends policy and book value,

investments, equity method and fair value method, revenue recognition, percentage of completion method, cost recovery method, leases, accounting by the lessor and lessee, statement of cash flows, direct method.

Students will learn how to apply some of the many accounting concepts to analyze the financial position of the company.

(Prerequisite:ACF 203)

ACF 221 – Cost Accounting E

The main topics covered during this course are; introduction to cost accounting, cost classification, cost behavior, manufacturing schedules, income statement for different types of companies, job order costing, process costing, and activity-based costing systems, absorption and variable costing theory.

(Prerequisite:ACF 101)

ACF 252 – Financial Management (2) E

This course represents a continuation of financial management (1). The concentration will be on Cost of capital, Leverage, dividend policy, and strategic long-term financing decisions. This will give the students an idea about how much the firm will pay to acquire the funds that it will use in purchasing assets. The students will also be informed about different theories related to capital structure and dividend policy.

(Prerequisite:ACF 151)

ACF 253 – Insurance and Risk Management

This course introduces the concept of risk and techniques of identifying, measuring and managing it. In this context, insurance as a risk management tool is discussed with references to its role, functions and basic principles as

applicable to different classes of insurance.

(Prerequisite:ACF 151)

ACF 272 – Bank Management E

The course will help student to understand the nature of banks, their different kinds, the core principles for their work, their role in the economy. It also obtain a thorough understanding of Capital adequacy of banks, management of capital structure, Bank earnings, and importance of attracting a deposit base, liquidity, investment portfolio composition, lending, and the procedures of each of these areas.

(Prerequisite:ACF 252)

ACF 273 – Banking and Islamic Finance

This course is designed to teach students what is Islamic finance, the principals underlying Islamic finance, the application of Shari'ah in Islamic finance, the concept of money and the principles of Islamic Banking and to highlight the differences between Islamic and conventional banking. It explores the sources and uses of money for Islamic banks and their role in investing funds for economic development. Furthermore, it introduces students to the financial services provided by Islamic banks and how they differ from conventional banks. Finally, this course introduces the problems that face Islamic banks in practice including their relationship with the central banks and how they can find solutions for them.

(Prerequisite:ACF 272)

ACF 305 – Advanced financial Accounting E

The topics covered include the combination accounting according to purchase method and combination shareholders equity method; prepare the conciliated financial statements of holding and subsidiaries companies at the date of combination and after; long-term leases agreements accountancy, foreign currency concept, transaction and reporting.

(Prerequisite:ACF 204)

ACF 311 – International Accounting Standards

This course introduces international accounting standards (IAS) , their issuing, and related topics such as international financial reporting framework, Presentations of Financial statements, it also covers disclosure, (IFRS and IAS3 and other versions , accounting policies such as IAS 8, IFRS 1) inventories , revenues , types of assets and cash flow IAS7.

(Prerequisite:ACF 204)

ACF 312 -Accounting Theory E

This course deals with the concepts of accounting theory through studying many main accounting concepts such as: accounting measurement, accounting principles and standards and revenue recognition and accounting treatments of the inflation.

(Prerequisite:ACF 311)

ACF 322 – Managerial Accounting E

This course emphasizes the use of accounting information for internal purposes as opposed to the external disclosure focus of the financial accounting, and the main topics covered during this course are: Explain Cost Behaviorand the





features of CVP analysis, preparing master budgets, use relevant information for decision making with a focus on operational decisions and pricing decisions, management control in decentralized organizations, and capital budgeting.

(Prerequisite: ACF 221)

ACF 332 – International Auditing Standards

This course includes a number of topics related to the standards organizing the auditing process and assurance services including: general standards and standards of field work and reporting standards, general objectives for independent auditor, planning and processing of audit, quality control, responsibility of auditor related to fraud and audit risks, auditing reporting, subsequent events, and special consideration for auditing procedures of financial statements.

(Prerequisite: ACF 204)

ACF 342 – Islamic Accounting

This course contains the modern development in Islamic accounting, theoretical and practical, objectives and concepts of financial accounting for Islamic institutions, Islamic accounting standards such as, Mudarabha, Murabha, takaful, the accounting system in Islamic institutions, accounting treatment of many Islamic financial methods operations, and prepares the financial statement of Islamic institutions.

(Prerequisite: ACF 273)

ACF 343 – Computer Applications in Accounting and Finance

This course contains a study of utilizing the computer to develop and maintain accounting record-keeping systems, make management

decisions by using accounting and financial data, record daily business transactions, and generate financial statements using Easy-soft hardware program. This course also develops the ability of the student to prepare financial statements, financial analysis, time value of money, valuation of stocks and bonds and capital budgeting

(Prerequisite: ENGI111 + CS104 + ACF151)

ACF 354 – Investment and Portfolio Management

This course covers topics related to the theoretical and practical background for the investment process and the tools and methods used in evaluating the financial investment tools. In addition, it focuses on developing the student's analytical skills to clarify the relationship between risk and return and how to balance between them. On the managerial side, however, this course explores portfolio formation, management and its performance evaluation

(Prerequisite: ACF 252)

ACF 374 – Financial markets

The course includes defining five markets which are: Capital markets, Money markets, Derivatives market, Mortgage markets and currency markets. The explanation of all the financial securities traded in these markets will also be included and the mechanism of pricing these tools.

(Prerequisite: ACF 151)

ACF 433 – Auditing

This course comprehensively surveys the topics of internal and external auditing; the professional ethics, the characteristics and responsibilities of internal or external auditors

,audit evidence and documentation, audit sampling ,the internal control system, , in this course also using the generally accepted auditing and accounting standards to audit the financial statements(audit programme) and auditors' reports, other assurance services ,finally discusses major auditing developments of the twenty century.

(Prerequisite: ACF 332)

ACF 435 – Profession Ethics

This course deals with the Code of Ethics for professional accountants to help students maintain a profession committed to a good performance, the course also deals with answering some questions, including those related to the of awareness extent of accountants of developments of principles and rules of ethical behavior. It also addresses a discussion of the elements of ethics and develops appropriate solutions in order to deal with ethical issues related to the work environment, such as financial statements misleading, fraud, exploitation, financial scandals, corporate social responsibility and whistle-blowing. Cases are used sparingly to illustrate general principles. The emphasis is on acquiring the thinking skills necessary to recognize and resolve difficult ethical issues in the workplace.

(Prerequisite: ACF 433)

ACF 444 – Accounting Information Systems E

The aim of this subject is to teach the student how to analyze, design, and development of accounting system, dealing with: the general framework of the accounting information system, internal control, coding, accounting database, flow of documents maps, and systems design and its development.

(Prerequisite: 343)

ACF 461 – Financial Analysis

This course will introduce students to the concepts and tools of financial analysis that focuses on the income statement, balance sheet, and cash flow statement. In addition, one key area of financial analysis involves extrapolating the company's past performance into an estimate of the company's future performance. Value and safety of debtors' claims against the firm's assets. It employs techniques such as 'funds flow analysis' and financial ratios to understand the problems and opportunities inherent in an investment or financing decision.

(Prerequisite: ACF 204 + ENG 111)

ACF 491 – Internship

The course is designed to provide students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. It focuses in reinforcing students' practical and transferrable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables them to function well in a culturally diverse working environment. Additionally, it helps students reflect on the skills they are learning and the benefits gained from the internship experience.

(Prerequisite: 90 Credit Hours + ACF 311 + ACF 273)

ACF 499 - Applied Research in Accounting and Finance Science

This course is designed as an introduction to applied accounting research. Students cover the fundamentals of research relating to both financial and management accounting, and investigate, synthesize and communicate accounting information to inform management decisions. The course is designed to build

foundation skills for students to successfully conduct applied accounting research that employs qualitative data analysis methods that are employed in accounting practise.

(Prerequisite: ACF 491)

Programme Elective Courses

BA 109 – Principles of Management (2) E

The course deals with the concepts of the organization, its characteristics and legal forms. This course focuses on the provision of a comprehensive understanding of the organization functions (production, marketing, finance, human resource, knowledge and information and management). Additionally, it covers the organization's relationship with the surrounding environment. 160

(Prerequisite: BA 108)

ECO 208 – Money and Banking

This course is an introductory study of the role of money in the economic system, with emphasis on markets and institutions. There are many areas of this course that naturally lead into different aspects of modern macro-economics. Because of the breadth of this course, we will be focusing our attention on certain elements that are useful for a well-rounded economic education. The subfields covered are: Financial Markets, Financial Institutions, Central Banking, International Finance, and Monetary Theory. Students will focus their attention to the markets and institutions and introduce monetary theory.

(Prerequisite: ECO 102 + ACF 151)

ACF 231 – Taxation Accounting

The course addresses the various aspects of taxation, such as tax payment in general, double taxation, tax evasion and tax equality.

In particular, theoretical and practical aspects of the income tax, sales tax laws world are covered, and illustrated through examples and cases.

(Prerequisite: ACF 204)

ACF 241 – Governmental Accounting

This course will cover fundamental concepts of accounting principles and practices in government and not-for-profit organizations. Concepts of budgeting, allocating fund accounting for government units and financial control.

(Prerequisite: ACF 102)

BA 241 – Quantitative Methods in Management E

This course provides an introduction to the concepts and applications of quantitative methods in management. It develops mathematical and statistical competence necessary to facilitate progression in courses such as Operations Management and Business Decision Making, however this course builds on the concepts and analytical taught in Principle of Statistics (STA 101). This course focuses on developing quantitative methods, such as, linear programming, sensitivity and duality theory, transportation and assignment problems, network and queuing theory in addition to waiting line, game theory and simulation. Quantitative methods are used throughout business, government and non-profit sector of the economy. An effective participation in decision-making must be able to understand and interpret statistical data.

(Prerequisite: STA 101)

ACF 455 – Corporate Governance

This course deals with a number of topics related to the basic concepts of corporate governance, the evolution of institutional thought, moral challenges facing corporate governance and ten principles for ensuring the effectiveness of corporate governance.

The course also addresses the concept of agency theory, its principles, duties and rights of shareholders and its relationship to corporate governance as well as the role of stakeholders in corporate governance (Audit Committee, Board of Directors, the external auditors, internal auditors).

Furthermore, the course deals with risk management, capital adequacy, management of credit risk, liquidity risk management, Treasury Organization, risk management, portfolio management of stable liquidity, market risk management, Interest-Rate Risk Management, Currency Risk Management, transparency and disclosure in the financial statements of banks and the relationship between risk analysis and supervision on the banks.

(Prerequisite: ACF 354)

ACF 492 – Special Topics in Accounting and Finance

This course introduces some topics in accounting and finance. It enables small groups of advanced students to work on selected accounting and finance topics of interest and develop their ability to follow the relevant literature and do independent work. The contents may change from year to year depending on faculty and student interests.

(Prerequisite: ACF 312)



Department of

Management

Information Systems

Bachelor in Management Information Systems (English)

Requirements/Courses	Number of Credit Hours
University Compulsory	21
University Elective	6
College Compulsory	27
Major Compulsory	75
Major Elective	6
Total Number of Credit Hours	135

Study Plan

Year I

First Semester			
Course Code	Course Title	Prerequisite	Credit Hour
CS104	Computer Skills	-	3
BA108	Principles of Management I	-	3
MATH102	Business Mathematics	-	3
ACF101	Principles of Accounting I	-	3
ECO102	Principles of Microeconomics	-	3
ENGI11	Upper-Intermediate English	-	3
Total			18

Second Semester			
Course Code	Course Title	Prerequisite	Credit Hour
BA218	Principles of Marketing	BA108	3
ECO103	Principles of Macroeconomics	ECO102	3
STA101	Principles of Statistics	MATH102	3
ACF151	Financial Management I	ACF101	3
ARBI01	Arabic Language	-	3
POLI10	Introduction to Political Sciences	-	3
Total			18

Year 2

Third Semester			
Course Code	Course Title	Prerequisite	Credit Hour
MIS231	Programming and Data Structure	CS104	3
BA109	Principles of Management (2) E	BA108	3
BA241	Quantitative Methods in Management E	STA101	3
MIS211	Management Information Systems	BA108+CS104	3
ENGL12	Advanced English	ENGL11	3
HBH105	Bahrain Civilization and History	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Prerequisite	Credit Hour
MIS255	Knowledge Base Management	MIS211	3
BA238	Human Resources Management (E)	BA109	3
HR106	Human Rights	-	3
MIS251	Information Resources Management	MIS211	3
MIS240	Information Systems Infrastructure	MIS231	3
-	University Elective (1)	-	3
Total			18

Year 3

Fifth Semester			
Course Code	Course Title	Prerequisite	Credit Hour
MIS356	Information Systems Auditing	MIS211	3
MIS312	E- Decision Support Systems	MIS211	3
BA349	Operations Management (E)	BA241+BA109	3
MIS344	Introduction to Database Systems	MIS240	3
BA307	Methods of Scientific Research	-	3
-	Programme Elective	-	3
Total			18

Sixth Semester			
Course Code	Course Title	Prerequisite	Credit Hour
MIS332	Visual Programming	MIS231	3
MIS363	Special Topics in Information Systems	MIS312+MIS314	3
MIS361	E-Business	MIS211	3
MIS343	Information System Security	MIS240	3
MIS314	Integrated Information Systems	MIS211	3
MIS321	Information Systems Analysis	MIS344	3
Total			18

Year 4

Seventh Semester			
Course Code	Course Title	Prerequisite	Credit Hour
MIS445	Mobile Computing	MIS240	3
MIS462	Internship	90 Credit Hours + MIS 321	3
-	Programme Elective	-	3
MIS422	Information Systems Design and Implementation	MIS321	3
BA161	Introduction to Entrepreneurship	-	3
Total			15

Eighth Semester			
Course Code	Course Title	Prerequisite	Credit Hour
MIS464	Applied Research in MIS	MIS462	3
MIS456	Information Systems Project Management	BA241	3
MIS454	MIS Ethics	MIS240	3
-	University Elective (2)	-	3
Total			12

Course Descriptions

Programme Compulsory Courses

BA 109 – Principles of Management (2) E

The course deals with the concepts of the organization, its characteristics and legal forms. This course focuses on the provision of a comprehensive understanding of the organization functions (production, marketing, finance, human resource, knowledge and information and management). Additionally, it covers the organization's relationship with the surrounding environment.

(Prerequisite: BA 108)

ACF 151 – Financial Management I

This course will introduce students to the concepts and tools of financial management. The focus of the course is decision making in a financial context. It therefore examines the techniques that are used in businesses to make decisions that are consistent with the efforts to increase the wealth of the owners of the business in a corporate environment. The topics covered include but not limited to the valuation of future cash flows, the valuation of stocks and bonds, capital budgeting, risk and return and long term financing.

(Prerequisite: ACF 101)

MIS 211 – Management Information Systems

This is a major introduction course that presents problems in business environment and solution with computer based tools. It focuses on systems and information systems concepts and technologies. Students will learn the most effective ways to use information systems.

(Prerequisite: CS 104 + BA 108)

MIS 231 – Programming and Data Structure

This course introduces the students to the concepts of structured programming. It also introduces them to data structures types and the primitive operations associated with each type. Topics to be covered in this course are: Algorithms, C++ Programming language tools (Input Output, Selection, Repetition, Methods and Matrixes), Data structures types (Linked list, Stacks, Queues and tress), and the primitive operation associated with them and their uses.

(Prerequisite: CS 104)

MIS 332 – Visual Programming

This course introduces students to the concepts of Visual programming, its usage and elements. Student will learn how to program with Visual Basic programming language. This includes User interface elements, such as menu, dialog boxes, text boxes, commands boxes, etc. Also students will learn how to program using loops and selections statement, and to link the visual basic projects with databases.

(Prerequisite: MIS 231)

BA 238 – Human Resources Management (E)

This course is an introductory course for Human Resource Management (HRM), it is designed to cover the major topics and issues related to HRM which will help the student in understanding and analysing the role that HRM plays in formulating and implementing organizational strategy, and in achieving overall organizational efficiency and effectiveness. The course exposes students to HRM concepts, objectives, and functions. It also looks at diverse challenges that face HRM in its environment. Additionally, the course focuses on the scope of HRM in terms of job analysis,

Human resources planning and recruiting, selection, training, performance appraisal and compensation.

(Prerequisite: BA 109)

BA 241 – Quantitative Methods in Management E

This course provides an introduction to the concepts and applications of quantitative methods in management. It develops mathematical and statistical competence necessary to facilitate progression in courses such as Operations Management and Business Decision Making, however this course builds on the concepts and analytical taught in Principle of Statistics (STA 101). This course focuses on developing quantitative methods, such as, linear programming, sensitivity and duality theory, transportation and assignment problems, network and queuing theory in addition to waiting line, game theory and simulation. Quantitative methods are used throughout business, government and non-profit sector of the economy. An effective participation in decision-making must be able to understand and interpret statistical data.

(Prerequisite: STA 101)

MIS 240 – Information Systems Infrastructures

This course introduces the students to the Information Technology infrastructure needed for using and implementing the information systems. Topics related to operating systems (structure, functionality, types, and Security), Computer Networks (Component, Protocols, and Applications), Cloud computing, and Data centers are to be covered in this course.

(Prerequisite: MIS 231)

MIS 251 – Information Resources Management

The course aims to introduce to the student how the information resources are managed in a business corporate. The material covered in this course includes the impact of IT on Business, the IT strategy, the IT Governance, IT processes. It planning, the CIO and his roles in Business, and IT organization.

(Prerequisite: MIS 211)

MIS 312 – E- Decision Support Systems

The aim of this course is to explore the area of decision support systems and investigate the fundamental techniques associated with them to support decision-making process. Also to develop the understanding of the methodologies, technologies, and modeling used in Decision Support Systems and Business Intelligence.

(Prerequisite: MIS 211)

MIS 314– Integrated Information Systems

This course aims to develop knowledge and understanding of concepts of systems integration together with the information systems (Supply Chain Managements and Customer Relationship Management), Enterprise Resource Planning Systems (ERP). The students will learn about the characteristics, benefits, weaknesses and areas of application of all the mentioned systems. The course also introduces to the students the SAP/R/ R3 or BIPA ERP system as an example for ERP systems.

(Prerequisite: MIS 211)

MIS 321 – Information Systems

Analysis

This course introduces students to information systems analysis and provides Skills in Information Systems requirements analysis and logical system Specifications. The student will learn several systematic approaches and tools for the analysis process management. The students will also learn techniques that will allow them to analyze systems in a team environment

(Prerequisite: MIS 344)

MIS 344– Introduction to Database Systems

This course introduces topics that include the traditional files problems, database systems concepts, database systems evolution, database types, entity, attributes, relationship, and relationship degree, database architecture, database modeling methods, data definition and manipulation languages, SQL.

(Prerequisite: MIS 240))

MIS 343 – Information Systems Security

This course covers various topics related to the security principles and practices for information systems. Topics include basic information security concepts, common attacking techniques, basic cryptographic tools, authentication and access control. The course extended to include topics related to information systems security such as malicious software, common security policies and management, physical security, and legal and ethical issues in information systems security.

(Prerequisite: MIS 240)

BA 349 – Operations Management (E)

The course is designed to provide students with the knowledge and skills relevant with the efficient transformation of inputs (materials, labor, capital and management into outputs (products or services) in a manner that explores the firm value propositions to its customers and complies with the business strategy of this firm. Topics include product selection and design, capacity planning, process selection, facilities location and design, scheduling, aggregate production planning, and Material Requirements Planning (MRP), and Modern Manufacturing Systems and Future Plant.

(Prerequisite: BA 109 + BA 241)

MIS 255 – Knowledge Based Management

This course introduces students to the concepts of knowledge management and forces driving knowledge management Systems. Students will learn about the issues in knowledge management, knowledge management systems solutions and foundation, knowledge organizations, knowledge management systems infrastructure, knowledge management systems technologies, developing knowledge application systems, and types of knowledge application systems.

(Prerequisite: MIS 211)

MIS 356–Information Systems Auditing

This course introduces the fundamental concepts of the information systems audit and control function. The main focus of this course is on understanding auditing controls, the types of controls and their impact, and how to manage and audit them. The concepts and

techniques used in information technology and information systems audits will be presented. Students will learn audit management; dealing with best practices, standards, and regulatory requirements governing information and controls is addressed.

(Prerequisite: MIS 211)

MIS 361 – E-Business

This course aims to cover the concepts related to e-Business and e-Commerce. Topics include: the different types of e-Business Models, e-Business Design, Development and Management; Online Monetary Transactions, Internet Marketing, Affiliate Programmes, and e-Customer Relationship Management.

(Prerequisite: MIS 211)

MIS 363 – Special Topics in Information Systems

This course focuses on a new development or application of technology related to information systems. The intention is to provide a rapid response to current trends, with topic and content changing with each offering. Examples of topics which might be offered include: soft systems, intellectual property, e-government, or some special aspect of one of these technology trends, and their implications for information system development and use.

(Prerequisite: MIS 312 + MIS 314)

MIS 422 – Information Systems Design and Implementation

This course introduces the student to the methodologies of design and Implementation of Information Systems. The topics covered in this course includes: Information systems development review, converting new system

specification to design, designing effective output, designing effective input, Database design, designing effective user interface(GUI, I/O FORM DESIGN, ..etc.), designing accurate data entry procedures, design documentation, coding, testing, getting user approval, user training and system implementation

(Prerequisite: MIS 321)

MIS 464 – Applied Research in MIS

In this course, students will learn to apply different computer algorithms and methodologies to one of the research - oriented real life problems. This gives the opportunity for individual student, to take the responsibility of executing an investigative research, with guidance from a supervisor. students will use knowledge and skills gained in earlier studied course in working with their supervisor. Students will be required to plan work and meet deadlines. They also need to demonstrate the outcome of the investigation and write a comprehensive report. Students should enjoy the freedom of this experience.

(Prerequisite: MIS 462)

MIS 445 – Mobile Computing

This course introduces students to mobile computing; mobile computing platforms; wireless networks; architectures; security and management; mobile computing applications such as mobile messaging, mobile agents, and sensor applications. Students will come to understand the impact of mobile computing on organizations and the implications for management and business.

(Prerequisite: MIS 240)

MIS 454 – MIS Ethics

This course aims to introduce students to the concepts of ethics related to information systems and their management, including fundamental concepts of ethics, ethical standards of information systems (IS) professionals and users, and ethical issues related to privacy, and computer and Internet crimes.

(Prerequisite: MIS 240)

MIS 456 – Information Systems Project Management

This course discusses the processes, methods, techniques and tools to manage information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organization.

(Prerequisite: BA 241)

MIS 462 – Internship

The course is designed to provide management information systems students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. It focuses on reinforcing students' practical and transferable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables them to function well in a culturally diverse working environment. Additionally, it helps students reflect on the skills they are learning and the benefits gained from the internship experience.

(Prerequisite: 90 Credit Hours + MIS321)

Programme Elective Courses MIS 210– Financial Information Systems

This course introduces the fundamental concepts of the information technology audit and control function. The main focus of this course is on understanding information controls, the types of controls and their impact on the organization, and how to manage and audit them. The concepts and techniques used in information technology audits will be presented. Students will learn the process of creating a control structure with goals and objectives, audit an information technology infrastructure against it, and establish a systematic remediation procedure for any inadequacies. The challenge of dealing with best practices, standards, and regulatory requirements governing information and controls is addressed.

(Prerequisite: MIS211 + ACF101)

BA 258 – Organization Theory (E)

The course deals with the major topics and issues related to organizational theory that helps the student in understanding and analysing organizations. This course examines what an organization is and how it functions, why organizations exist, and what objectives do they pursue. It also reviews issues related to the life cycle of organizations: how they grow and survive. The environment in which the organization operates is another important topic. Additionally, the course includes theories and practical information about different types of organizational structures, organizational change, organizational culture and innovation within organizations scaling and research instrument design and sampling design.

(Prerequisite: BA 109 + ENG 111)

BA 332 – Business Communication

The course deals with the basic concepts of written and oral business communications. This course focuses on the importance of communication process, its objectives and types. It enables students to achieve competencies in business writing, including good and bad news business letters, memoranda, electronic mail, persuasive messages and formal reports. The course promotes student capacity in using electronic communication and technology appropriate to contemporary business functions. Additionally, it paves the way for student acquisition of life - long learning skills.

(Prerequisite: BA 109 + ENG 111)

MIS 436 – Web Applications Development

This course will introduce concepts in programming web application servers. Students will study the fundamental architectural elements of programming web sites that produce content dynamically. The primary technology introduced will be Java Servlets

and Java Server Pages (JSPs), but we will also cover the related topics as necessary so that students may build significant applications.

(Prerequisite: MIS 361)

MIS 465 – Business Intelligence

This course introduces the concepts of Business Intelligence together with its capabilities which include organizational memory capabilities, integration capabilities, presentation capabilities and Business Intelligence tools and techniques.

(Prerequisite: MIS 255 + BA 108)



Department of

Political Science

Bachelor in Political Science

Requirements/Courses	Number of Credit Hours
University Compulsory	21
University Elective	6
College Compulsory	27
Major Compulsory	75
Major Elective	6
Total Number of Credit Hours	135

Study Plan

Year I

First Semester			
Course Code	Course Title	Prerequisite	Credit Hours
POL101	Introduction To Political Sciences	-	3
POL131	Principles of International Relations	-	3
POL141	Principles of Diplomacy	-	3
ECO104	Principles of Microeconomics	-	3
BA303	Methods of Scientific Research	-	3
ENG101	English Language I	-	3
Total			18

Second Semester			
Course Code	Course Title	Prerequisite	Credit Hours
POL124	Principles of Law	-	3
POL221	Comparative Political Systems	POL101	3
CSI04	Computer Skills	-	3
BA161	Introduction to Entrepreneurship	-	3
ECO105	Principles of Macroeconomics	ECO104	3
MATH101	Business Mathematics	-	3
Total			18

Year 2

Third Semester			
Course Code	Course Title	Prerequisite	Credit Hours
POL211	Ancient and Medieval Systems	POL101	3
POL234	International Organizations	POL131	3
POL251	Political Sociology	POL101	3
POL122	Bahrain's Political System	POL101	3
ENG102	English Language II	ENG101	3
-	University Elective (1)	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Prerequisite	Credit Hours
POL233	Geopolitics	POL131	3
POL252	Political Development	POL251	3
STA101	Principles of Statistics	MATH101	3
POL125	Constitutional Law	POL124	3
POL361	Methodology of Political Science	BA303	3
-	University Elective (2)	-	3
Total			18

Year 3

Fifth Semester			
Course Code	Course Title	Prerequisite	Credit Hours
HBH105	Bahrain Civilization and History	-	3
POL312	Modern and Contemporary Political Thought	POL211	3
ARB101	Arabic Language	-	3
POL324	Arab Political Systems	POL221	3
BA101	Principles of Management I	-	3
HRI06	Human Rights	-	3
Total			18

Sixth Semester

Course Code	Course Title	Prerequisite	Credit Hours
POL342	Comparative Foreign Policy	POL131	3
POL343	Diplomacy in Theory and Practice	POL141	3
POL362	Internship	Credit Hours 90	3
BA211	Principles of Marketing	BA101	3
POL313	Political Theory	POL101	3
Total			15

Year 4

Seventh Semester

Course Code	Course Title	Prerequisite	Credit Hours
POL465	Ethics in Politics	POL312	3
POL434	The Theories of International Relations	POL131	3
POL445	Readings in Diplomacy	POL343 + ENG102	3
POL438	International Economic System	POL131	3
-	Programme Elective (1)	-	3
Total			15

Eighth Semester

Course Code	Course Title	Prerequisite	Credit Hours
POL463	Readings in Politics E	ENG102	3
ACCI01	Principles of Accounting I	-	3
POL439	Contemporary International Issues E	POL131 + ENG102	3
POL464	Applied Research in Political Science	POL361 + POL362	3
-	Programme Elective (2)	-	3
Total			15

Course Descriptions

Programme Compulsory Courses

POL 101 – Introduction to Political Sciences

This course aims to identify the basic concepts and terminology in the field of political science, such as the concept of politics and political science, the relationship between political science and other humanities, and the research methods in political science. It also identifies the state, its concept, its origin and its function. It aims to provide the basic ideas of some of the ancient Greek and Roman thinkers. It includes the most important thinkers of the Renaissance, religious reform, and the modern century; the kinds of states, the kinds of governments and the issues of the political sociology, such as the relationship between the state and the society; and the study of parties and public opinion. It gives a general idea about international politics, international organizations and international law.

(Prerequisite: None)

POL 124 – Principles of Law

This course deals with the concept of law, its characteristics, and the relationship between law and the social sciences. It examines the concept of the legal base, and its characteristics, sources and divisions. It also addresses the definition of public law and private law, identifying the rights and the types of rights, the pillars of rights, and the legal protection of rights. It covers the concept of legal personality, its characteristics and kinds.

(Prerequisite: None)

POL 122 – Bahrain’s Political System

This course covers the definition of the political system and its characteristics. This is in addition to studying the constitutional framework and the constitutional framework of the Bahraini political system, including organizing the authorities' organization and the relationship between them. It shows the map of the Bahraini political forces, and the map of the Bahrain political regime and its movement.

(Prerequisite: POL 101)

POL 125 – Constitutional Law

This course deals with the concept of the constitution, constitutional law, sources of constitutional law, its development and its types. It analyses the relationship between the constitution and the political regime, the ways it has been amended, and its modifications. It also compares and distinguishes between the censorship of the constitution of laws, and compares different constitutions.

(Prerequisite: POL 124)

POL 131 – Principles of International Relations

This course handles the concept of international relations and the key related theories, in addition to the courses for international relations. In addition, it covers the phases of development of the international political system, its properties and the key factors that affect it; the study of foreign policy and mechanisms of its implementation; and the effect of decision-makers on international relations. Furthermore, the course includes the forms of decisions that have a deep effect on the overall international conditions. Finally, it will handle the principle of the balance of power and social security system in international relations.

(Prerequisite: None)

POL 141 – Principles of Diplomacy

This course comprises the related concepts and characteristics of diplomacy. The course also handles the historical development of diplomacy in some ancient societies. This course examines the concept of diplomacy, and the study of the development and characteristics of modern diplomacy. In addition, it includes the study of some forms of diplomatic work, particularly diplomacy between heads of states, ministers of foreign affairs, special diplomatic missions and public diplomacy. It also covers the sources of the rules of permanent diplomatic exchanges and its conditions, the conditions of its practice and permanent diplomatic missions. Finally, the course deals with the end of diplomatic missions in reference to the reasons for and consequences of this.

(Prerequisite: None)

POL 211 – Ancient and Medieval Systems

This course deals with the study of political thought in both the Western and the Islamic worlds in ancient and medieval times. It also includes examples of senior intellectuals in the Western (Greek and Roman thought, and Christian political thought that came before the Renaissance) and Islamic civilizations, from the beginning of Islam in the Arabian Peninsula in the seventh century to the period of the Renaissance in Europe. It highlights the possibility of benefiting from it in contemporary times by focusing on the understanding of political phenomena, and the study of the issues that attracted political thought in the ancient and medieval eras. This is in addition to the study of the key ideas of some Arab and Muslim intellectuals.

(Prerequisite: POL 101)

POL 221 – Comparative Political Systems

This course deals with comparative political systems from a comparative analytical perspective, based on many courses on the study of comparative political systems. It focuses on the study of the characteristics of the various political regimes, such as presidential, parliamentary and mixed regimes, and parliamentary assemblies. The course includes applied models, such as the American regime, the British regime, the Swiss regime and the French regime, and other examples from developing countries. In addition, it covers the future of political regimes under globalization.

(Prerequisite: POL 101)

POL 234– International Organizations

This course deals with international organizations as active units in the international regime besides the other units. The course handles their concept, historical beginning, objectives, membership conditions and institutional structure. In addition, this course includes an evaluation of the jobs and work done by the international organizations, and their effect on the international system. It analyses the effect of globalization and international variables on the effectiveness of an international organization. The course focuses on examples such as the United Nations, its branches and specialized agencies; the League of Arab States; the Gulf Cooperation Council; and the Organization of African Unity.

(Prerequisite: POL 131)

POL 233 – Geopolitics

This course deals with the concepts of political geography, its relations with geopolitics and the differences between them. It also

discusses the research methods used in each. It examines the elements of the state, nature, humans and the economy; its impact on the political internal attitude of the state; and its regional and international role. The course deals with the theories of force and their effect on international politics until the Second World War. It also discusses the influence of technological developments on political geography and its modern concepts. It includes the study of cases for some of the regional border disputes in some Arab countries, including the Arabian Gulf and, in particular, the Kingdom of Bahrain. It also focuses on the geopolitical characteristics of the Arab world.

(Prerequisite: POL 131)

POL 251 – Political Sociology

This course deals with the study of issues and political social concepts, and the relationship between the state and society. The course also discusses political classes, the role social establishments play, and public opinion trends and the factors that influence them. In addition, it reveals the social movements, political parties, pressure groups and lobbies, interests, political awareness, bureaucracy and political ideology.

(Prerequisite: POL 101)

POL 252 - Political Development

This course handles the concept of political development and its place in political science, as well as the various theories of political development. The course teaches the student the tools, assets and crises of political development, in addition to the role of political development in the development of the capacities of a political system. The course reviews examples and case studies for political development.

(Prerequisite: POL 251)

POL 312 – Modern and Contemporary Political Thought

This course deals with the development of political thinking since the Renaissance, and the religious reforms in Europe and the present time. Since thought is an outcome of reality, this course handles the study of the social and political dimensions of the environment that contribute to forming the main ideas of the modern and contemporary intellectuals. It also covers the ideas of the Arab and Muslim thinkers, which deal with power, authority, the emergence of the state, the relationship between the ruler and the ruled, the relationship between politics and behaviour, and the distribution of the ruling regimes.

(Prerequisite: POL 211)

POL 313 – Political Theory

This course deals with the concept of political theory. It explains the differences between the concept, model and theory. It also explains the models and theories that were introduced in order to comprehend and analyse the political world (national and international). It presents the models and theories (behavioural and post behavioural, structural, systematic, and systematic communication), and the analysis tools used in its structure.

(Prerequisite: POL 101)

POL 324 – Arab Political Systems

The curriculum of his course handles the concept and features of the Arab political systems; the classification standards, the environments, the mechanisms of decision making, and the constitutional and legal framework thereof; as well as the ideologies prevailing within the Arab world and Arab civil society organizations. Moreover, the

curriculum handles the Arab regional system and subsidiary regional systems by studying the internal and external environment thereof; the general features thereof and the most important issues. **(Prerequisite: POL 221)**

POL 342 – Comparative Foreign Policy

This course covers the concept of foreign policy, the key concepts related thereto, the main tools of foreign policy, the research methodologies in the fields of study and analysis, and the identification of the internal and external factors that affect the foreign-policy-making of the states. It examines comparative studies of the foreign policies of many countries, particularly large countries (such as the foreign policies of the United States and the Russian Federation), in addition to the uniform foreign policy of the European Union states, and developing countries. The comparison is carried out on two levels. The first level is the foreign policy of those countries on specific topics, such as objectives and limitations, and the second is the study of the foreign policies of those countries in terms of their attitudes towards the Arab region.

(Prerequisite: POL 131)

POL 343 – Diplomacy in Theory and Practice

This course handles the study of the concept of diplomacy as a basic means of relations among countries and their role in international diplomatic work, particularly under globalization and the communication revolution. In addition, it covers the study of the preparation of diplomatic executives, such as specialized institutes and institutions. The

course includes the function of diplomatic language and art of its use, as well as its importance in the performance of the work of diplomatic missions. In addition, this course covers the study of the diplomatic corpus, the functions of its dean and its role in drawing up the relations of the corpus members, plus the protection of diplomatic immunities and privileges on the level of practice. The course deals with the central and ancillary agencies of the foreign relations department, the role of military and security organizations in the decision-making on foreign relations, interference in the tasks of those agencies, and the means of cooperation between them. The course reviews the diplomacy of international conferences; the diplomacy of international organizations; some other types of diplomacy, such as preventive diplomacy, forced diplomacy, direct diplomacy, summit diplomacy, events diplomacy, secret diplomacy, public diplomacy and popular diplomacy; and the role of opinion in diplomatic work.

(Prerequisite: POL 141)

POL 361 – Methodology of Political Science

This course deals with the study of the scientific methods used in political science. It focuses on the core concepts of political phenomena and how to analyse them. The course explains the moral dimensions used in the production of knowledge. This course assists the student to truly identify some of the general approaches, such as the historical, descriptive and comparative approaches, in addition to approaches in political science such as the systematic, institutional, groups and distinguished approaches. This course also

assists the student to identify the quantitative and qualitative methods for gathering data and information used in the political research methods. This includes core issues such as gathering data and organizing its use, quotations, margins, reference documentation and scientific language. It also trains students on scientific presentations.

(Prerequisite: BA 303)

POL 362 – Internship

This course is designed to offer the students of political science the chance to gain experience in the workplace and an understanding of how to transform their academic knowledge into practice. It focuses on promoting practical skills in order to help the students gain more knowledge and all the necessary skills to achieve professional advancement. Such skills can only be developed in the workplace. This course assists students to be placed properly in an environment with different cultures. In addition to that, it aids students to reflect on their knowledge of the skills that they gain and, accordingly, to benefit from the experiences they have during the training period.

(Prerequisite: 90 Credit Hours)

POL 434 – The Theories of International Relations

This course handles the theoretical frameworks and concepts related to international relations. The course focuses on the scientific theorization of international relations, beginning with the primary contributions of the theories of international relations, including liberal theory, realistic theory and Marxist theory, continues to the British and Chinese schools

of the theories of international relations, and also handles critical theory, poststructuralism, structuralism, feminism and green theory.

(Prerequisite: POL 131)

POL 439 – Contemporary International Issues E

This course focuses on significant themes and debates in the arena of contemporary international politics. The course examines several contemporary issues that will continue to influence international politics for many years, such as terrorism and nuclear proliferation, international terrorism and efforts to combat it, refugees and human rights issues, racial discrimination, environmental issues and climate change.

(Prerequisite: ENG 102 + POL 131)

POL 445 – Readings in Diplomacy

Diplomacy reading is an academically challenging BSc-level course. It aims to enhance student's skills in diplomatic language, both spoken and in text format. This course intends to develop the student's practical skills in the field of diplomatic correspondence. Furthermore, it seeks to improve the student's critical skills, particularly in analysing reports and texts on several diplomatic topics, such as letters of accreditation and protocols. The core curriculum encompasses an intensive course on aspects of treaties, agreements and diplomatic reports. It focuses on case studies of negotiation agreements, mediation reports, public announcements and advertising, and addresses many practical examples and styles related to e-diplomacy.

(Prerequisite: ENG 102)

POL 463 – Readings in Politics E

The course aims to develop student's skills in political science English topics. The course intends to enhance the student's knowledge skills in the field of academic readings on political topics. Also, the course seeks to improve student's critical reading skills, particularly in analysing and evaluating articles on several political topics such as legitimacy, social movements, political thoughts, civil society, democracy, political socialization, the political system, political communication, ideologies, political values, the level of governments and political development.

(Prerequisite: ENG 102)

POL 464 – Applied Research in Political Science

This course aims to enable the students to use the curriculum and research methods in the study of issues relevant to political science. It presents basic research knowledge and opens horizons for the students for scientific research. The student will be able to collect data, tabulate it and analyse it in order to reach scientific conclusions regarding the target subjects. Students will be taught to focus on the values and morals of scientific research, and form a link between the scientific side of preparing scientific research and the practical side, in order to contribute to enriching educational operations in the field of political science. The research will be prepared by one student or groups of students under the supervision of the instructor, and the overall research will be assisted by a specialized scientific committee.

(Prerequisite: POL 362 + POL 361)

POL 465 – Ethics in Politics

This course deals with the concept of ethics and related ideas, and the various approaches to the study of ethics in politics. In addition, it includes the study of ethics in the Western and Islamic political ideologies; the requirements of political ethics, such as justice, equality, transparency and the respect of human rights; accountability and the rule of law; environmental issues and the rules of water; humanitarian intervention in the time of war and disaster; and the efforts of the international community on those various issues.

(Prerequisite: POL 312)

POL 438 – International Economic System

This course covers the concept of the international economic system and related ideas, as well as the rise and development of the international economic system, particularly in the period that followed the Second World War. This is along with analysis of the elements and components of the economic system through the examination of its official and other appropriate institutions, and their role in the various international economic interactions. The course handles the issues and policies of the international economic system, specifically those related to international trade, international finance and economic development. Finally, the course deals with global economic crises, such as the crisis of the international monetary system, the crisis of technology transfer, foreign debt, the energy crisis and the global financial crisis.

(Prerequisite: POL 131)

Programme Elective Courses

POL 246 – Arabs' Neighbouring Countries

This course aims shedlight on the essence of the neighbouring countries, and the foreign orientation of these countries towards the Arab states because of their geographical location. The topics of this course will be covered by discussing the policies adopted by the neighbouring states towards the Arab countries and the ways through which the main issues are diagnosed, such as national security, border crises, water crises, minorities, development and international trade.

(Prerequisite: POL 131)

POL 326 – Electoral Systems

This course deals with the study of the electoral system from an analytical and comparative point of view. It analyses the concepts and idioms of the voting system, the rules related to it, the basis and methods of election, and the primary procedures of elections. The course also covers the different aims and types of election systems, the study of these systems, and their characteristics and advantages. The course highlights the important role of the election system and its relation to democracy. The course includes practical samples of modern and contemporary election systems.

(Prerequisite: POL 221)

POL 353 – Political Parties

This course aims to introduce the concept of the party and its origin, the kinds of parties and the criteria for the classification of parties through their membership, size and organization; and the relationship among the party, its members and society. The course also focuses on the study of the different party

systems: the one-party system, the bilateral-party system and the dominating party system. The course further clarifies the nature of the party phenomena, and the study of scientific trends that seek to form a general theory that rules the party phenomena. In addition, this course discusses the relationship between the political parties, along with civil society institutions and the role of the political parties, via the relationship with ruling institutions, and the relationships of the parties with the opinion institutions.

(Prerequisite: POL 251)

POL 354 –Public Opinion and Media

This course deals with the different definitions of public opinion and the media, its development, and its relationship with social sciences such as political science and psychology. It also deals with the formation of public opinion and how to manipulate it, its characteristics, and the ethical sides of public opinion. It also covers the differences between opinion, tendency, ethics and behaviour; how to distinguish between public opinion and rumour; and how to overcome them. The student will study the types of modern media and their role in building public opinion. There is also a focus on the social responsibility of the media and its effect on contemporary society.

(Prerequisite: POL 251)

POL 366 –Special Topics in Political Science

This course handles two topics. First, the strategic importance of Africa, and its effect on Arab national security in general and the Gulf in particular. It elaborates on the problems of Africa, such as borders, civil wars

and terrorism, then it moves on to discuss the roles of superpowers –the United States, China, Russian and European powers – in Africa. The second topic is the US elections. This topic investigates US political life, the roles played by the official political institutions and the strategic value of the current US elections.

(Prerequisite: POL 101)

POL 414 – Contemporary Political Ideologies

This course covers many general issues about ideology: the concept, functions and the essence of the state of ideology, plus the criteria for classifying ideology. It discusses ideology and its role in societies, and conducts an assessment of the political practice of ideology. The course also covers a number of contemporary ideologies: liberalism, communism, socialism, fascism, the Islamic movements, Arab nationalism, feminism, etc.

(Prerequisite: POL 312)

POL 436 – International Crises Management

This course looks at the definition of an international crisis and its related concepts, reasons, characteristics, types and management methods. In addition, the course handles the processes for containing and countering crises, the phase of the reinstatement and restoration of balance after a end of the crisis, and the removal of its consequences. The course includes the study of the relationship of the mutual effect between international crisis management and the structure of the international system, the role of media and communication in crisis management, and provides examples of international crisis management.

(Prerequisite: POL 131)

POL 467 – Strategic Studies

This course deals with the conceptual framework of strategy, the related terms and characteristics of strategy, the nature of a strategic environment, the effects of a strategic environment, strategic thinking, and the relationship between the policy-maker and the strategic expert. It also covers the role of the internal environment in making a strategy, its effects on the strategic levels, the international environment of strategy, strategic evaluation, drafting of strategy and American strategic study.

(Prerequisite: POL 101)



College of
Arts & Science

College Compulsory Courses (12 Credit Hours)

Course Code	Course Title	Prerequisite	Credit Hour
ADE 1101	History and Theory for Art and Design I		3
ADE 2102	History and Theory for Art and Design 2	ADE 1101	3
ADE 1091	Introduction to Drawing		3
ADE 1110	Design Fundamentals		3

***Department of Design and Arts only**

College Compulsory Courses and their Description

ADE 1101 - History and Theory for Art and Design I

The course teaches art, architecture, graphic and interior design, and how they develop from antiquity to the late nineteenth century. It covers also the contemporary analysis of the cultural conditions and the manner in which designers respond to those conditions.

(Prerequisite: None)

ADE 2102 - History and Theory for Art and Design 2

The course teaches art, architecture, graphic and interior design, and how they develop from modernity to the present day. It covers also the contemporary analysis of the cultural conditions and the manner in which designers respond to those conditions.

(Prerequisite: ADE 1101)

ADE 1091 - Introduction to Drawing

The course introduces students to various freehand drawing tools and materials, their uses, and applying the principles of freehand drawing, perspective, shade and light and its gradation on different objects and materials.

(Prerequisite: None)

ADE 1110 - Design Fundamentals

The course includes a study of the principles and elements of design, the formation of two-dimensional (2D) and three-dimensional (3D), and introduction to color theory, and its practical applications and projects which contribute to develop student's ability in the sensory perception of visual formations and stereotypes.

(Prerequisite: None)

College Compulsory Courses (21 Credit Hours)

Course Code	Course Title	Prerequisite	Credit Hour
CSCI01	Mathematics I		3
CSCI02	Discrete Mathematics		3
CSCI41	Communication Skills		3
CSCI03	Probability and Statistics		3
CSCI11	Structured Programming		3
CSCI42	Computer Ethics and Social Responsibility	ENGL11	3
CSC241	Scientific Research Methods	CSCI03	3

College Compulsory Courses and their Description

CSCI01- Mathematics I

This introductory course provides students with background in mathematics. Topics include: functions, domain and range of functions, families of functions and inverse functions, limits and continuity, continuous functions, derivative and integration.

(Prerequisite: None)

CSCI02- Discrete Mathematics

This course introduces students to the mathematical structures related to computer science. Topics include: Numbering systems, sets and binary operations, operations on sets, functions, introduction to graph theory, diagraph and relations, sequence and series, counting methods and probabilities.

(Prerequisite: None)

CSCI41- Communication Skills

The course covers issues related to effective technical communication, how to communicate with potential higher administrators, fellows,

colleagues, and non-technical customers including: procedural (performing tasks), technical (using technology), personal (expressing identity), cooperative (interacting in groups), systems (interacting with organizations) and public (interacting with the wider community).

(Prerequisite: None)

CSCI03- Probability and Statistics

This course provides students with background in probability and statistics. Topics include: introduction to concepts, tools, techniques and methods of probability and statistics, presenting and describing of statistical data, measures of central tendency and dispersion, introduction to probabilities and their laws, methods of counting, random variables, probability distributions and sampling distributions, correlation and regression.

(Prerequisite: None)

CSCI11- Structured Programming

This course deals with the following main topics: introduction to computer programming, computer programming methods evolution, problem solving steps, program design, program

structure design, design modeling using algorithms and flowcharts, structured programming method and constructs (i.e. sequence, selection, repetition and recursion), C++ programming language: statements syntax, program tracing, testing and implementation.

(Prerequisite: None)

CSCI42- Computer Ethics and Social Responsibility

This course deals with the following main topics: guidelines for proper use of computer and information, copyrights, computer access,

computer crimes, data security and privacy, software licensing and protection from viruses and hacking.

(Prerequisite ENGI 11)

CSC241- Scientific Research Methods

The course introduces and develops the concepts, organizational structure and deliverables of a research project using qualitative and quantitative methods.

(Prerequisite CSI03)



Department of

Design & Arts

Bachelor in Graphic Design

Requirements/Courses	Number of Credit Hours
University Compulsory	21
University Elective	6
College Compulsory	12
Major Compulsory	81
Major Elective	15
Total Number of Credit Hours	135

Study Plan

Year I

First Semester (15 Credit Hours)					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
ADE1091	Introduction to Drawing	0	6	3	-
ADE1110	Design Fundamentals	1	4	3	-
GDE111	Computer Graphic I	1	4	3	-
	University Requirement	-	-	3	-
	University Requirement	-	-	3	-

Second Semester (18 Credit Hours)					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
ADE1101	History and Theory for Art and Design I	3	0	3	-
GDE113	Typography I	1	4	3	ADE1110
GDE116	Drawing and Painting	0	6	3	ADE1091
GDE131	Principles of Graphic Design	1	4	3	ADE1110
	University Requirement	-	-	3	ENG101
	University Requirement	-	-	3	-

Year 2

Third Semester (15 Credit Hours)					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
ADE2102	History and Theory for Art and Design 2	3	0	3	ADE1101
GDE214	Computer Graphic 2	1	4	3	GDE111
GDE232	Branding Design	1	4	3	GDE131 GDE113
GDE211	Photography	1	4	3	ADE1110
	University Requirement	3	0	3	-

Fourth Semester (18 Credit Hours)					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
GDE222	History of Graphic Design	3	0	3	ADE2102
GDE216	Computer Graphic 3	1	4	3	GDE214
GDE233	Advertising Design	1	4	3	GDE232
GDE237	Typography 2	1	4	3	GDE113
GDE221	Communication Theory	3	0	3	GDE131
	University Requirement	-	-	3	

Year 3

Fifth Semester (18 Credit Hours)					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
GDE336	Digital Video	1	4	3	GDE211
GDE335	Design and Layout of Publications	1	4	3	GDE233 GDE216
GDE334	Illustration I	1	4	3	GDE214 GDE116
GDE328	Psychology and Sociology Design	3	0	3	GDE221
GDE341	Printing technology and Specifications	1	4	3	GDE237
	University Requirement	-	-	3	

Sixth Semester (18 Credit Hours)					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
GDE343	Ethics and Practice of Profession	3	0	3	GDE341
GDE337	Multimedia	1	4	3	GDE336
GDE315	3D Computer Graphics	1	4	3	GDE214
GDE338	Packaging Design	1	4	3	GDE341
	Major Elective	-	-	3	
	University Requirement	-	-	3	-

Year 4

Seventh Semester (18 Credit Hours)					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
GDE431	Graduation Project Studies	3	0	3	GDE335
GDE442	Internship	-	-	3	90 Cr GDE335
GDE432	Web Page Design	1	4	3	GDE214
GDE434	Outdoor Design and Symbols	1	4	3	GDE341
	Major Elective	-	-	3	
	Major Elective	-	-	3	

Eighth Semester (15 Credit Hours)					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
GDE433	Graduation Project	0	12	6	GDE431 GDE328
	Major Elective	-	-	3	
	Major Elective	-	-	3	
	University Requirement	-	-	3	

MAJOR ELECTIVES (15 Credit Hours)

Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
GDE436	Animation Design	1	4	3	GDE334
GDE437	Calligraphy and Design	1	4	3	GDE237
GDE439	Illustration 2	1	4	3	GDE334
GDE438	Portfolio Design	1	4	3	GDE335

Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
GDE212	Digital Photography	1	4	3	GDE211
GDE217	Arabic Calligraphy	1	4	3	GDE113
GDE218	Anatomy Art	1	4	3	ADE1091
GDE219	Geometry in Design	1	4	3	
GDE312	Drawing and Painting 2	0	6	3	GDE116
IND2097	3D Printing and 3D Scanner	2	2	3	GDE315
GDE224	Design in Islamic Arts	3	0	3	ADE1101
GDE225	Design Process	3	0	3	GDE222
GDE326	Principle of Marketing	3	0	3	GDE221
GDE327	Industry and Art	1	4	3	GDE222
GDE300	Special Topics in Graphic Design	-	-	3	GDE233
GDE421	Critical Issues in Graphic Design	3	0	3	GDE221

Course Descriptions

GDE111 - Computer Graphic I

This course helps students to possess the ability to use the Bitmap characteristics and features in the design and implementation of various visual elements, processing and blending images, using colors, preparing designs for the production process and relying on self-learning to cope with technical development.

(Prerequisite: None)

GDE113 - Typography I

The course is an introduction to typography and its history; it teaches the principles of typography through Latin and Arabic characters' segmentation and structure, character formation, and the experience of creating a literal shape as a communication element.

(Prerequisite: ADE1110)

GDE116 - Drawing and Painting

The course focuses on enhancing the student's ability to express different formations and

materials using color pencils and water colors.
(Prerequisite: ADE1091)

GDE131 - Principles of Graphic Design

The course exposes students to the visual communication concepts and design planning, it also introduces them to the formation, simplification, and creation of free and geometric shapes and connecting them with the communication concept.

(Prerequisite: ADE1110)

GDE214 - Computer Graphic 2

This course helps students to possess the ability to utilize the Vector characteristics and features in the design and implementation of various visual elements, processing and blending images, using colors, preparing designs for production process, converting between vector and bitmap technologies, and relying on self-learning to keep abreast of the technical development and production process design.

(Prerequisite: GDE111)

GDE232 - Branding Design

The course deals with the trademarks and their role in the communication process, the characteristics and features of the company logo, testing the research process, preparing the logo and formulating the company's visual identity.

(Prerequisite: GDE131, GDE113)

GDE211 - Photography

The course includes the camera study, its development and techniques, the various imaging equipment, the photographic principles, the light and composition. It also deals with the image as a visual communication element. The student will experiment different modes and techniques of photography in the studio.

(Prerequisite: ADE1110)

GDE222 - History of Graphic Design

The course includes the graphic design history and theories, the development role of printing technology, media, communication theory, visual sciences and artistic movements to form the concepts of visual communication. This course also focuses on visual communication concepts, and meeting the most important works and pioneers of design, and the contemporary and professional issues and practices.

(Prerequisite: ADE2102)

GDE216 - Computer Graphic 3

The course introduces the most important principles and basics of professional layout software, the practice on layout software, especially InDesign, preparing and dividing the page and columns, inserting the titles, texts, images, and editing them with practical projects that deal with modeling and simulations for some newspapers and magazines.

(Prerequisite: GDE214)

GDE233 - Advertising Design

The course focuses on the art of the poster; its history and role in the communication process, the technical and visual foundations of the poster; analyzing the communication process and developing design responses that respect the social and cultural rights. This course also includes the differences between design users, critical analysis practice related to functional, utilitarian and environmental aspects of design.

(Prerequisite: GDE232)

GDE237 - Typography 2

This course is a reinforcement of the previous course "Typography 1", which complements the theoretical concepts of alphabet design, development and production of Arabic and Latin typefaces, and process of research and development of letters and alphabets forms that support the solutions of visual communication problems, and gain the advanced understanding, techniques and skills required in the labor market.

(Prerequisite: GDE113)

GDE221 - Communication Theory

The course explores the most important communication theories related to visual communication, analysis of mass communication problems, psychological factors, critical and semiotics theory. It also introduces the use of appropriate means to determine people's desires, needs, patterns of behavior and propose appropriate communication solutions.

(Prerequisite: GDE131)

GDE336 - Digital Video

The course is designed to familiarize students with the practice and processing of video camera, editing software, concepts related to narrative structure and others in the areas of video production.

(Prerequisite: GDE211)

GDE335 - Design and Layout of Publications

The course deals with the design and layout of publications, their techniques and role in the communication process, planning the publication design, studying the target audience to reach the appropriate solutions. It also includes the analysis of the results in terms of ease of use, the recipient's appeal, technical relevance, economic feasibility and sustainability.

(Prerequisite: GDE233, GDE216)

GDE334 - Illustration I

The course includes the study of the basic principles, concepts and elements of illustrations as one of the means of visual communication, conducting research and development, designing children's story characters, and drawing two-dimensional (2D) scenes, and dialogue scenes.

(Prerequisite: GDE114, GDE116)

GDE328 - Psychology and Sociology Design

This course covers the study of psychological aspects because of the great impact on the success of various designs and influence on the mood and psyche of the design recipient. This course also covers the role played by the designer in influencing the social behavior and habits of the users.

(Prerequisite: GDE221)

GDE341 - Printing Technology and Specifications

The course includes a theoretical study and practical applications to identify the types of old and modern printing techniques, their applications in arts, design and printing on various materials, advertising materials, and digital printing. The course also includes the study of paper types, its measurements, printing inks, with practical

applications on various materials showing design and printing techniques.

(Prerequisite: GDE237)

GDE343 - Ethics and Practice of Profession

The course includes the functional knowledge of professional design practices and processes, professional and ethical behaviors, intellectual property issues such as patents, trademarks and copyrights, management, marketing and economics principles, business, contracts and globalization from a professional perspective.

(Prerequisite: GDE341)

GDE337 - Multimedia

The course includes the recognition of multimedia systems, and applications combining the use of text, graphics, sound, animation and video, to utilize them in the field of graphic communication.

(Prerequisite: GDE336)

GDE315 - 3D Computer Graphic

The course develops the students' skills in the use of three-dimensional (3D) graphics software so that the student can form, display and handle all three-dimensional graphic designs in line with contemporary trends based on studying the depth and impact of the recipient through the three-dimension and simulation reality.

(Prerequisite: GDE214)

GDE338 - Packaging Design

The course focuses on packaging, its techniques and communication problems, planning and understanding of design at different levels, starting from the components of appropriate packaging systems, and its impact on the target audience. This course also covers the design analysis in a critical way associated with utility and ease of

use, the economic and technology feasibility, and sustainability.

(Prerequisite: GDE341)

GDE431 - Graduation Project Studies

This course is characterized by research nature where the student selects a particular subject or problem and carries out the planning process, which involves surveying and critical analysis of the associated communication problems, comparing them with research results and similar professional practices. The student will use the appropriate means to determine the wishes, needs and patterns of behavior of the target audience. This course also addresses strategies for alternative solutions that respect social, cultural and environmental rights.

(Prerequisite: GDE335)

GDE442 - Internship

The course is designed to provide students with the opportunity to gain experience in a workplace setting and to put into practice what they have learned during the course of their studies. It focuses on enhancing students' transferable skills and employability. The course also teaches students how to be self-confident when they face problems in their practical life.

(Prerequisite: 90Cr)

GDE432 - Web Page Design

The course aims to introduce the communication mechanisms associated with web pages and their techniques, the designing and layout based on the function and studying the target audience, and finally working effectively in multidisciplinary teams and possessing the cooperative skills to solve complex problems.

((Prerequisite: GDE214

GDE434 - Outdoor Design and Symbols

This course deals with the problems of communication for graphic and advertisement designs related to advanced advertising and functional purposes of two and three dimensional (2D and 3D) graphics, those purposes focus on raw materials and its techniques, specifications, drawing methods and presentation of these designs, which includes large three-dimensional advertisements and symbols related to services design.

(Prerequisite: GDE341)

GDE433 - Graduation Project

In this course, the student benefits from the results of his study in the graduation project studies. He presents solutions to communication problems based on the previous formulated design strategy and design understanding at different levels, starting from the components of production systems to achieve the objective of the previous research, taking into account the differences between recipients of design, ease of use, economic and technological feasibility, and sustainability.

(Prerequisite: GDE431, GDE328)

Major Electives

GDE436 - Animation Design

The course introduces the basic principles of animation art, its beginnings, animation, and basis, developing the animated personality and performance style manually or through computer programmes. It also enhances students' skills in graphic design, movement analysis, manual skills and its animation methods, drawing, coloring and digital movement.

(Prerequisite: GDE334)

GDE437 - Calligraphy and Design

The course introduces the use of calligraphy in building the design, enhancing the student's design ability to use handwriting and typography, training in layout the words according to traditional and modern methods, in accordance with the nature and spirit of design, using various artistic and graphic additions to the lettering, and using typefaces as an expressive method in the designing various subjects with different techniques in proportion to their functions and objectives.

(Prerequisite: GDE237)

GDE439 - Illustration 2

The course develops students' practical performance and deepens their personal style and artistic and expressive vision through the design of illustrations for a variety of subjects such as the children's story design, novels, encyclopedias, storyboard drawings, learning the diagram art and implementing designs and applied works for service or commercial buildings.

(Prerequisite: GDE334)

GDE438 - Portfolio Design

This course helps the student to design the business file for the purpose of applying for a job. This course is considered an advanced course compared to the presentations presented by the student in other courses.

(Prerequisite: GDE335)

GDE212 - Digital Photography

This course provides students with advanced Photography skills to support their professional photography in advertising within the studio, taking into consideration the differences related to materials, type and image processing.

(Prerequisite: GDE211)

GDE217 - Arabic Calligraphy

The course is concerned with studying the types and methods of Arabic Calligraphy and its historical development. The student will gain the ability to write and form letters and words in accordance with configurations that emanate from the concepts of graphic communication.

(Prerequisite: GDE113)

GDE218 - Anatomy Art

The course introduces the measures and mechanism of human body movement, train the student to sketch the human body in its various situations and movements and recognize the structure of the human body from the skeleton and muscles and their formative and kinetic effect on the shape and movement of the whole body, and finally to identify the physical differences between the body growth stages and the formal differences between the women and men body and benefit from it in the implementation of various design works.

(Prerequisite: ADE1091)

GDE219 - Geometry in Design

This course is concerned with the methods of geometric drawing, grades and proportions that help the designer to apply the geometric designs, letters, layout and various dimensions associated with three dimensional (3D) designs.

(Prerequisite: None)

GDE312 - Drawing and Painting 2

The course includes the expression of the technical configurations using the techniques of colors of all kinds students will gain experience and ability to draw quick sketches with strong lines and quick shadows and experience using pastel colors and colored pens.

(Prerequisite: GDE116)

IND2097 - 3D Printing and 3D Scanner

The course provides the needed knowledge and skill to produce and print 3D objects, as well as to generate and prepare data for that. It focuses on the use of two professional technologies; 3D Printing, 3D Scanner and related software which enable students to utilize these technologies in their future projects.

(Prerequisite: GDE315)

GDE224 - Design in Islamic Arts

The course focuses on the study and analysis of the most important works in Islamic art, and the variety of styles that arose as a result of combining Islamic concepts with local and environmental cultures, shapes, constructions, decorative units, their generation mechanisms and structural relationships.

(Prerequisite: ADE1101)

GDE225 - Design Process

The course covers the access to design through a series of actions that bring the imaginary leap from a current situation to future possibilities. It focuses mainly on the development of stylistic solutions and logical results of design problems through analytical scientific contexts.

(Prerequisite: GDE222)

GDE326 - Principles of Marketing

The course aims to study the art of marketing, promotion, advertising campaigns, the effects of needs, motives, trends and desires in marketing, organizing the advertising message, identifying the work mechanism in advertising companies. It also teaches the role of the graphic designer in the marketing process and the role of media and technology in deepening the importance of

electronic marketing, and studying the impact of advertising on the recipient and surrounding environment.

(Prerequisite: GDE221)

GDE327 - Industry and Art

The course introduces the role of art in the industry, as well as the modern theory study in the industrial design, the role of industrial production and various raw materials in the design form and function, and its impact on the development of modern design theories, and to apply practical applications to achieve useful and aesthetic models, such as the lighting structures design, design containers and office equipment design.

(Prerequisite: GDE222)

GDE300 - Special Topics in Graphic Design

This course is an open window to developments and techniques that challenge the designers in their career and require attention to their personal development.

(Prerequisite: GDE233)

GDE421 - Critical Issues in Graphic Design

This course focuses on contemporary communication issues related to graphic design, and how to utilize them in a critical, analytical way via a range of contemporary artistic experiences and practices.

(Prerequisite: GDE221)

Bachelor in Interior Design

Requirements/Courses	Number of Credit Hours
University Compulsory	21
University Elective	6
College Compulsory	12
Major Compulsory	78
Major Elective	15
Total Number of Credit Hours	132

Study Plan

Year I

First Semester					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
ADE 1091	Introduction to Drawing	0	6	3	-
IND 1092	Principles of architectural Drawing	1	4	3	-
ADE 1110	Design Fundamentals	1	4	3	-
	University Requirements			3	-
	University Requirements			3	-

Second Semester					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
IND 1071	Design and Environment Behavior	2	2	3	ADE 1110
ADE 1101	History and Theory of Art and Design I	3	0	3	-
IND 1093	Presentation techniques	1	4	3	IND 1092
IND 1094	Computer-Aided Design (CAD) I	1	4	3	IND 1092
	University Requirements			3	-
	University Requirements			3	-



Year 2

Third Semester

Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
IND 2081	Interior Design Studio I	1	4	3	IND 1071
IND 2131	Interior Materials & Finishes	2	2	3	IND 1094
IND 2095	Computer-Aided Design (CAD) II	2	2	3	IND 1094
ADE 2102	History and Theory of Art and Design 2	3	0	3	ADE 1101
	University Requirements			3	-
	University Requirements			3	-

Fourth Semester

Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
IND 2112	Interior Design Studio 2	1	4	3	IND 2081
IND 2151	Interior Structures & Constructions	1	4	3	IND 2131
IND 2121	Light & Color in Interior Environments	3	0	3	IND 2081
	University Requirements			3	-
	University Requirements			3	-
	Major Electives			3	

Year 3

Fifth Semester					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
IND 3113	Interior Design Studio 3	1	4	3	IND 2112
IND 3141	Building Systems and Codes	3	0	3	IND 2151
IND 3117	Furniture Design	2	2	3	IND 2112
IND 3103	History of Interior Design	3	0	3	ADE 2102
	University Requirements			3	
	Major Electives			3	

Sixth Semester					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
IND 3114	Interior Design Studio 4	1	4	3	IND 3113
IND 3142	Sustainability in Design	3	0	3	IND 3113
IND 3051	Building Information Modeling (BIM) I	2	2	3	IND 2151
IND 3061	Ethics & Practice of the Profession	3	0	3	IND 3141
	Major Elective			3	
	Major Elective			3	

Year 4

Seventh Semester					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
IND 4115	Interior Design Studio 5	2	8	6	IND 3114 + IND 3051
IND 4071	Graduation Project - Programming	3	0	3	IND 3114
IND 4062	Specification and Estimation	3	0	3	IND 3051
IND 4040	Internship (BID)	-	-	3	90 Credit H. + IND 3113

Eighth Semester					
Course Code	Course Title	Lecture	Lab	Credit	Prerequisite
IND 4116	Graduation Project	0	12	6	IND 4115 + IND 4071
IND 4053	Design Collaboration	3	0	3	IND 3114
	Major Elective			3	

MAJOR ELECTIVES (15 Credit Hours)					
Course Code	Course Name	Lec	Lab	Credit	Prerequisite
IND 4041	Interior Design Advanced "Internship "on-site			3	IND 4040
IND 4042	Interior Design Study Tours	0	6	3	IND 3103
IND 4104	Critical issues in design	3	0	3	IND 3103
IND 1099	Advanced Perspective	0	6	3	IND 1093
IND 3098	Interior Design Animation	2	2	3	IND 2096
IND 2097	3D Printing and 3D Scanner	2	2	3	IND 2095
IND 2096	Computer-Aided Design (CAD) 3	2	2	3	IND 2095
IND 4052	Building Information Modeling (BIM) 2	2	2	3	IND 3051
IND 3122	Lighting Design	3	0	3	IND 2121
IND 3132	Smart Material	3	0	3	IND 2131
IND 3152	Interior Structures and Constructions 2	2	2	3	IND 2151
IND 4111	Hospitality Design	1	4	3	IND 3113
IND 3115	Exhibition Design	2	2	3	IND 3113
IND 3116	Kitchen and Bath Design	2	2	3	IND 3141
IND 2103	Islamic Built Environment	3	0	3	ADE 2102
IND 4043	Bahrain's experience in interior design	3	0	3	IND 3103

MAJOR ELECTIVES (15 Credit Hours)					
Course Code	Course Name	Lec	Lab	Credit	Prerequisite
IND 4162	Psychology and Sociology Design	3	0	3	IND 2081
IND 3118	Interior Plantations and courtyard Design	1	4	3	IND 3113
IND 3154	Rehabilitation of historic buildings	3	0	3	IND 3142
GDE 111	Computer Graphics I	1	4	3	IND 1092
IND300	Special Topics in Interior Design			3	Department Approval



Course Descriptions

INDI092 - Principles of Architectural Drawing

This course builds on the familiarity between the students and architectural drawing methods and applications. The student will be taught and trained to use the engineering tools, symbols and engineering lines, and drawing of geometric projections of objects and forms (orthographic and paraline projections) based on a common architectural language that communicates with other relevant specializations.

(Prerequisite: None)

INDI071 - Design and Environment Behavior

The course deals with the relationships between the body, the objects, the culture, the events and the environment in a habitable world within the built environment, and it is composed of both aesthetic and practical requirements (user needs and their behavior, human factors, context, building systems, etc.).

(Prerequisite: ADEI110)

INDI093 - Presentation Techniques

The course focuses on principles of perspective drawing, and representation of interior spaces with the help of perspective techniques (perspective at a one vanishing point/ two vanishing points). As well as the conceptual drawings and rendering techniques, and professional graphics for professional presentations.

(Prerequisite: INDI092)

INDI094 - Computer-Aided Design (CAD) I

This course explores the architectural language and the graphic standards of 2D designs as the basis of three-dimensional (3D) drawings, conducting to the development of drawing skills that lead to understanding the relationship between two dimensional (2D) and three dimensional design (3D), design schemes, as well as enhancing the ability to communicate visually and graphically.

(Prerequisite: INDI092)

IND 208 I - Interior Design Studio I

This course represents an introduction to basic interior design principles and an introduction to research as a tool for understanding programming and design. Lectures, applications and case study methodology will be used to investigate different design strategies and to show the relationship of history and human behavior in the context of the habitable environment. This course provides students with methodologies, design processes, use of color, anthropometric and ergonomics and design elements related to interior design.

(Prerequisite: INDI071)

IND 213 I - Interior Materials and Finishes

This course explores the features, characteristics and applications of textiles and other materials used in construction, furnishings, surfaces and finishes in the built environment. The course also provides students with an opportunity to learn how to choose the right materials to meet specific criteria.

(Prerequisite: INDI094)

IND2095 - Computer-Aided Design (CAD) 2

This course promotes the building of student skills in the creation and study of computer aided 3D drawings after completing "Computer-Aided Design (CAD) I" course. So that the student can form and manipulate three-dimensional (3D) shapes and succeed in producing environments that emulate reality to a large extent.

(Prerequisite: IND1094)

IND2112 - Interior Design Studio 2

This course deals with the organization, planning and design of the internal spaces of the residential activities, including space and functional analysis requirements, movement and spatial organization requirements, motor regulation, internal surface treatment and human dimensions, with a focus on the space and privacy concepts, in order to provide students with an internal design project for residential space and produce it in an appropriate manner.

(Prerequisite: IND2081)

IND2151 - Interior Structures and Constructions

The course deals with the relationship between the structural system of the building with internal constructions and the effects thereof, and the methods of construction and internal structures, while enabling students to understand the regulations, components and accepted standards to create an integrated and comprehensive set of internal construction documents.

(Prerequisite: IND2131)

IND2121 - Light and Color in Interior Environments

The course deals with the basics of interior lighting design and its relationship to color and its impact in supporting health, safety, comfort and human performance, and identify light sources

and systems, measurement and calculation of lighting. Students learn to analyze the spatial requirements of light, identify appropriate systems, calculate the appropriate lighting level, and draw up reflected ceiling plans and identify their symbols and keys.

(Prerequisite: IND2081)

IND3113 - Interior Design Studio 3

This course discusses and applies the design philosophies, theories and creative design strategies at the intermediate level (targeting shops/ and hospitality). It also focuses on: research, surveying, analysis, design processes, spatial and functional analysis, branding, construction technology, design elements and principles, human factors, creative problem solving, lighting requirements, internal component selection and preparing a presentation.

(Prerequisite: IND2112)

IND3141 - Building Systems and Codes

In this course, students will be introduced to the basic elements of the building systems (COD) and its systems, including mechanical systems (ventilation and air conditioning), health service systems (sanitation, nutrition and health systems), fire safety systems, data / voice systems), supervision and safety.

(Prerequisite: IND2151)

IND3117 - Furniture Design

This course focuses on issues related to furniture design, including construction (composition and production), methods, function, sustainability, technical aspects and costs associated with furniture. The course also allows students to develop and model their designs and transfer them to construction. Those skills will be gained

through the study of human structure and search for suitable materials and construction techniques.

(Prerequisite: IND2112)

IND3103 - History of Interior Design

The course covers the study of the development of internal environments, as well as the most prominent theories and movements related to the interior design which emerged during the twentieth century. It also teaches the study of social, economic, technological and anthropological considerations that influenced the design thought across the different historical stages.

(Prerequisite: ADE2102)

IND3114 - Interior Design Studio 4

This studio focuses on contemporary issues related to business/ office and institutional styles, construction technology, and sustainable design. Design and technological issues are addressed through: understanding of office culture, modeling industry, construction systems, solar considerations, internal environmental quality, HVAC systems, space planning, material selection and finishes, lighting design, integration of furniture and equipment, and code requirements. The course emphasizes solutions based on comprehensive and sustainable design thinking, organizing complex spatial responses, and understanding that design is a structure in nature.

(Prerequisite: IND3113)

IND3142 - Sustainability in Design

This course explores the sustainable design and the fundamentals of the Green Building Initiative. It also exposes a review of the concepts, strategies and classification systems adopted by

the LEED Leadership Program in the United States. Students will complete this course with a basic understanding of the objectives, concepts and terminology of all LEED categories, as well as green building practices, sustainable products, and the importance of synergies.

(Prerequisite: IND3113)

IND3051- Building Information Modeling (BIM) I

The course is an introduction to BIM (Building Information Modeling), a multi-dimensional integrated database, it covers the drawings, building scenes, calculations, quantities, detection of conflicts before they occur, energy efficiency analysis, structural analysis and construction scheduling which automatically derived from BIM. The course addresses the implications of this advanced technology and covers the basic tools for the implementation of the BIM.

(Prerequisite: IND2151)

IND3061- Ethics and Practice of the Profession

The course includes the profession ethics definition and interior designer responsibilities. It exposes topics such as small business management, marketing, promotion, presentations, services scope, job descriptions, contracts, ethics and accounting. The student will be also studying project management contract documents, its budget and schedule.

(Prerequisite: IND3141)

IND4115 - Interior Design Studio 5

This advanced, comprehensive studio emphasizes the solution of various design issues in a multi-functional building project and in collaboration with a design team. It extends from the initial

design to the development stage of the design and then the constructional documents, it is based on the knowledge acquired in previous courses (design, history, theories, and technology). Students gather their research and design ideas and apply their knowledge in a comprehensive final presentation.

(Prerequisite: IND3114 + IND3051)

IND4071 - Graduation Project - Programming

This is the preparation of the graduation project report (chosen by the student in coordination with the supervisor and approval of the department council). It includes the collection of all information and data related to the project, including theoretical studies related to the project subject matter; analysis of user characteristics and needs, development of the project program and functional relations, and identification of conceptual trends for design and discussion of spatial characteristics, color, materials and surface treatments suitable for the project. The report is presented for discussion by a jury.

(Prerequisite: IND3114)

IND4062 - Specification and Estimation

This course focuses on studying the basics of technical specifications and estimates the cost of interior design projects, including the quantities of construction materials, wages, supervision and others.

(Prerequisite: IND3051)

IND4040 - Internship (BID)

This course provides an opportunity for students to gain experience in the workplace and translate what they have learned in the classroom into a practical reality. It focuses on enhancing students'

practical and transformational skills, where more knowledge and skills are acquired for professional development and to meet future business requirements. This course allows them to work well in a culturally diverse work environment. In addition, it helps to expose students' skills and benefits gained from the training experience in the fields of study and life.

(Prerequisite: 90 Credit Hours + IND3113)

IND4116 - Graduation Project

The course includes the profession ethics definition and interior designer responsibilities. It exposes topics such as small business management, marketing, promotion, presentations, services scope, job descriptions, contracts, ethics and accounting. Student will be also studying project management contract documents, its budget and schedule.

(Prerequisite IND4115 + IND4071)

IND4053 - Design Collaboration

This course encourages students to engage in collaborative activities and design, and to engage in different cognitive approaches for analysis and investigation issues that affect the world in which we live. It is designed to deepen students critical and creative understanding of the subject matter by placing it in a broader context.

(Prerequisite IND3114)

Major Electives

IND4041 - Interior Design Advanced Internship "On-Site"

This is an advanced internship that focuses on advanced issues in interior design practice learned through the working experience with professionals. It requires the student to have completed the "Internship" course (IND4040).

(Prerequisite: IND4040)

IND4042 - Interior Design Study Tour

The course provides an opportunity to introduce students to various cultural and artistic sites through out-of-campus supervision, this will broaden their vision of the design profession. The significant lectures and tours are designed for interior design, architecture, furniture and associated arts.

(Prerequisite: IND3103)

IND4104 - Critical Issues in Design

The course provides students with the opportunity to study a wide range of ideas, cultures and current issues related to the built environment. It also provides an opportunity for in-depth exploration of personal interest, a forum for brainstorming and research. It provides an excellent opportunity to synthesize a number of approaches to deal with the design problem.

(Prerequisite: IND3103)

IND1099 - Geometric Perspective (Advanced)

This course focuses on the applications of perspective drawing, sketch of interior spaces with the help of engineering perspective techniques (perspective at a single vanishing point/ two points/and three points), as well as the study of shade and shadow projections in perspective.

(Prerequisite: IND1093)

IND3098 - Interior Design Animation

The course introduces digital animation techniques for interior spaces, moving cameras. The course revolves around real-world projects, workshops, practical tips and tricks used in 3D animation techniques. The student also learns time saving techniques, testing some tips for

production at maximum speed and highest efficiency in the animation processes of interior designs. The student is required to pass the course "IND2096".

(Prerequisite: IND2096)

IND2097 - 3D Printing and 3D Scanner

The course provides the needed knowledge and skill to produce and print 3D objects, as well as generate and prepare data for that. It focuses on the use of two professional technologies; 3D Printing, 3D Scanner and related software which enables students to utilize these technologies in their future projects.

(Prerequisite: IND2095)

IND2096 - Computer-Aided Design (CAD) 3

This course enhances student skills in the creation and study of computer aided 3D drawings after completing "Computer-Aided Design (CAD) II" course. So that students will be able to form and manipulate 3D shapes and succeed in producing environments that emulate reality to a large extent.

(Prerequisite: IND2095)

IND4052 - Building Information Modeling (BIM) 2

The course builds on the principles and implementation principles learned in (BIM) I, with a focus on case studies of owners and managers of building facilities.

(Prerequisite: IND3051)

IND3122 - Lighting Design

This course focuses on the design and analysis of lighting using software, by introducing students to

a range of digital lighting simulation techniques. This course will expose students to theoretical aspects of lighting analysis and design, as well as the tools used to enhance the integration of lighting analysis in the architectural or interior design process. Students will apply these guidelines in a design project.

(Prerequisite: IND 2121)

IND 3132 - Smart Material

The course deals with in-depth studies in the fields of raw materials and materials used in internal constructions, with a focus on studies and research related to smart and environmentally-friendly materials, and their methods for installation and use.

(Prerequisite: IND2131)

IND3152 - Interior Structures and Constructions 2

The course deals with studying the existing and new technologies and materials in the interior design world, as well as the study of the effects of construction laws and manufacturing specifications for selecting both structural and nonstructural elements. This reflects students' achievement of drawings and structural details and develops understanding the relationship between drawings and specifications with a focus on residential and commercial projects.

(Prerequisite: IND2151)

IND4111 - Hospitality Design

This course is concerned with the study of hospitality projects, including analysis of requirements, project programming, space planning, selection of furniture and appropriate finishes, through the anthropometric utilizing, taking into account relevant regulations and standards.

(Prerequisite: IND 2151)

IND3115 - Exhibition Design

This course deals with the design of the exhibition pavilion at local and international exhibitions, with a focus on the impact of the context in which this type of activity takes place. The student will have to provide an appropriate lighting scheme and specifications along with utilizing the color theories and taking into account the relevant standards.

(Prerequisite: IND 3113)

IND3116 - Kitchen and Bath Design

This course focuses on requirements, standards, code, symbols, materials, finishes, and constructions related to bathroom and kitchen designs. In addition to connecting the requirements of plumbing and installation of equipment and electrical equipment with the design of these events.

(Prerequisite: IND3141)

IND2103 - Islamic Built Environment

This course sheds more light on the study of art, architecture, interior design and its development during the various Islamic eras. It analyzes the cultural and social contexts that have influenced the character of this urbanization and the manner in which the designers respond to those conditions.

(Prerequisite: ADE2102)

IND4043 - Bahrain's Experience in Interior Design

This course explores the reality and trends of interior design in the local environment by conducting a field study of the reality of interior design in the region. This study includes collecting and documenting all necessary information and data and analyzing it with

a view to extracting the local experience in interior design and exploring the future of interior design.

(Prerequisite: IND3103)

IND4162 - Psychology and Sociology Design

The student explores the psychological and social impacts of design and how design can be directed to meet human needs and aspirations, and the role played by the designer in influencing the users' social behavior, and finally its reflection in the development of design solutions.

(Prerequisite: IND2081)

IND3118 - Interior Plantations and Courtyard Design

The objectives of this course are to introduce the most important designs, functional and visual aspects of plants and internal structures. In addition to that, it also introduces the internal plantations (in terms of varieties, species, use and care), and selecting suitable furnishing and finishing materials. Students will have to apply this in a specific project.

(Prerequisite IND3113)

IND3154 - Rehabilitation of Historic Buildings

This course deals with the theoretical bases and concepts of the rehabilitation and use of historical and heritage buildings. This course provides the student with the suitable ground to choose appropriate rehabilitation policies to bring back the project to its original purpose for which it was developed, or for the purpose of converting it to serve another purpose.

(Prerequisite: IND3142)

GDE111 - Computer Graphics

This course helps students to possess the ability to use the Bitmap characteristics and features in the design and implementation of various visual elements, processing and blending images, using colors, and preparing designs for the production process.

(Prerequisite: IND1092)

IND300 - Special Topics in Interior Design

The course deals in-depth with internal design issues. It may include new issues in the field of interior design, or issues proposed by the faculty members.

(Prerequisite: Department Approval)



Department of
Computer Science

Bachelor in Computer Science (English)

Requirements/Courses	Number of Credit Hours
University Compulsory	21
University Elective	6
College Compulsory	21
Major Compulsory	72
Major Elective	15
Total Number of Credit Hours	135

Study Plan

Year I

First Semester

Course Code	Course Name	Lec	Lab	Credit	Prerequisite
CS104	Computer Skills	2	2	3	-
ARBI01	Arabic Language	3	-	3	-
CSCI01	Mathematics I	3	-	3	-
CSCI41	Communication Skills	3	-	3	-
ENGI11	Upper-Intermediate English	3	-	3	-

Second Semester

Course Code	Course Name	Lec	Lab	Credit	Prerequisite
CSCI11	Structured Programming	2	2	3	-
CSCI02	Discrete Mathematics	3	-	3	-
CSCI03	Probability and Statistics	3	-	3	-
CSCI42	Computer Ethics and Social Responsibility	3	-	3	ENGI11
ENGI12	Advanced English	3	-	3	ENGI11

Year 2

Third Semester					
Course Code	Course Name	Lec	Lab	Credit	Prerequisite
CSC241	Scientific Research Methods	3	-	3	CSC103
CSC203	Mathematics 2	3	-	3	CSC101
CSC212	Object Oriented Programming I	2	2	3	CSC111
CSC202	Digital Logic	3	-	3	CSC102
HR106	Human Rights	3	-	3	-
HBH105	Bahrain Civilization and History	3	-	3	-

Fourth Semester					
Course Code	Course Name	Lec	Lab	Credit	Prerequisite
CSC215	Data Structures	2	2	3	CSC212
CSC231	Computer Organization and Architecture	3	-	3	CSC202
CSC221	Database Systems	2	2	3	CSC212
CSC222	Software Engineering I	2	2	3	CSC212
BA161	Introduction to Entrepreneurship	3	-	3	-
-	Major Elective	-	-	3	-

Year 2

Fifth Semester					
Course Code	Course Name	Lec	Lab	Credit	Prerequisite
CSC321	Systems Analysis and Design	2	2	3	CSC221
CSC331	Operating Systems	3	-	3	CSC231
CSC314	Object Oriented Programming 2	2	2	3	CSC212
CSC322	Web Based Software Development I	2	2	3	CSC212
CSC304	Artificial Intelligence	3	-	3	CSC212
-	Major Elective	-	-	3	-

Sixth Semester

Course Code	Course Name	Lec	Lab	Credit	Prerequisite
CSC323	Visual Programming	2	2	3	CSC314 + CSC221
CSC332	Data Communications and Computer Networks	3	-	3	CSC331
CSC302	Computational Theory	3	-	3	CSC212
CSC301	Numerical Analysis	3	-	3	CSC203
CSC325	Database Development	2	2	3	CSC221
-	Major Elective	-	-	3	-

Year 2

Seventh Semester

Course Code	Course Name	Lec	Lab	Credit	Prerequisite
CSC436	Mobile Computing	2	2	3	CSC332
CSC401	Algorithms Design and Analysis	3	-	3	CSC215
CSC402	Compilers Design	3	0	3	CSC302
CSC425	Graduation Project I	-	6	3	90 Credit Hours
-	Major Elective	-	-	3	-
-	University Elective	-	-	3	-

Eighth Semester

Course Code	Course Name	Lec	Lab	Credit	Prerequisite
CSC435	Ciphering and Computer Security	3	-	3	CSC332
CSC426	Graduation Project 2	-	6	3	CSC425
CSC441	Internship	-	-	3	90 Credit Hours
-	Major Elective	-	-	3	-
-	University Elective	-	-	3	-

Major Electives (15 Credit Hours)

Course Code	Course Name	Lec	Lab	Credit	Prerequisite
CSC204	Linear Algebra	3	-	3	CSC203
CSC327	Web Based Software Development 2	2	2	3	CSC322 and CSC221
CS326	Mobile Application Development	2	2	3	CSC322 and CSC221
CSC305	Operations Research	3	-	3	CSC103
CSC312	Programming Language Concepts	3	-	3	CSC314
CSC315	Data Mining	3	-	3	CSC304
CSC421	Software Engineering 2	2	2	3	CSC222
CSC328	Human Computer Interaction	3	-	3	CSC222
CSC329	Multimedia Systems	2	2	3	CSC322
CSC343	Special Topics In computer Science	3	-	3	Department Approval
CSC403	Image Processing	2	2	3	CSC401
CSC411	Computer Graphics	2	2	3	CSC401
CSC437	Cloud Computing	2	2	3	CSC332
CSC438	Parallel and Distributed Computing	3	-	3	CSC332

Course Descriptions

CSC203 – Mathematics 2

This advance course provides students with deep knowledge and skills in mathematics. Topics include: limits, properties of limits, sandwich theorem, derivatives, rules for differentiation, chain rules, implicit differentiation, derivatives of exponential and logarithmic functions, and application of derivatives, definite integral and antiderivatives, fundamental theorem of calculus, trapezoidal rules, and application of definite integral, integration by parts, differential equations and mathematical modeling, infinite sequence and series are also included.

(Prerequisite: CSC101)

CSC212 – Object Oriented Programming I

This course explains the principles of the object-oriented paradigm, provides familiarity with approaches to object-oriented modelling and design, provides familiarity with the syntax, class hierarchy, inheritance, environment and simple application construction for an object-oriented programming language and files. The course emphasizes modern software engineering principles and developing fundamental programming skills in the context of a language that supports the object-oriented paradigm and UML modeling of small systems.

(Prerequisite: CSC111)

CSC202 – Digital Logic

This course introduces students to the design and implementation of digital circuits. Topics include: numbering systems, Boolean algebra, logic expressions, adders, combinational and sequential circuit analysis and design, digital circuit design optimization methods using random logic gates, multiplexers, decoders, registers, counters and programmable logic arrays. The lab experiments involve the design of digital circuits. Emphasis is on the use of computer aided tools in the design, simulation, and testing of digital circuits.

(Prerequisite: CSC102)

CSC215 – Data Structures

This course covers data structures concepts, fundamentals and characteristics of data structures, Array, Linked list, Stack, Queue, graph, tree. In addition, student will learn and practice the suitable algorithm to manipulate the required data structure.

(Prerequisite: CSC212)

CSC231 – Computer Organization and Architecture

The course emphasizes the following knowledge areas: Digital components used in the organization and design of digital computer; serial and parallel transfer; flow of information and timing signals, assembly language programming, interrupts, call/return mechanism, addressing modes, instructions set architecture, integer and floating-point arithmetic, performance evaluation, data path and control unit.

(Prerequisite: CSC202)

CSC221 – Database Systems

In this course, the students will be introduced to traditional files structure problems, database systems concepts, database systems evolution, database types, entity, attributes, relationship, and relationship degree, architecture, modeling methods using ERD, relational algebra, normalization and relational database constraints. SQL data definition and manipulation languages are also covered.

(Prerequisite: CSC212)

CSC222 – Software Engineering I

This course provides students with a solid base in software engineering, students will learn principles of software engineering, evolving roles of software, software process, software product, process models and advanced models, requirements engineering: gathering, modeling and analysis, architectural design, component-level design, designing class-based components, component-level design for web applications, user interface design, web applications interface design, software testing and testing strategies.

(Prerequisite: CSC212)

CSC321 – Systems Analysis and Design

Topic include: Introduction to Information systems and system analysis, types of systems, integrating technologies for systems, roles for system analyst, systems development approaches: SDLC, AGILE and object-oriented analysis, system and data modeling, depicting systems graphically, use case, levels of management, project management, feasibility study, information gathering: interactive methods and unobtrusive methods, agile

methodologies and prototyping, modeling with DFD, using data dictionaries to analyze systems, system specification: structured decision, structured English, object-oriented analysis and Unified Modeling Language(UML).

(Prerequisite: CSC221)

CSC331 – Operating Systems

This course discusses topics related to operating systems including: virtual machines, real-time and embedded systems, distributed and parallel processing, file systems, fault tolerance, performance evaluation, management functions(memory, device (I/O), process) and OS security/protection.

(Prerequisite: CSC231)

CSC314 – Object Oriented Programming 2

This course introduces advanced techniques of object-oriented programming.

This course expands the object-oriented programming concepts introduced in the object oriented programming it introduces advanced programming concepts: multiple inheritance, polymorphism, abstract classes, exception handling. Students will gain more practical experience by designing and writing object oriented programming applications.

(Prerequisite: CSC212)

CSC322 – Web Based Software Development I

This course introduces students to the context of web - based software development. Topics include: creating a web site using HTML, CSS and JavaScript, tables, page division, inserting animation and multimedia, managing hosting and its control panel.

(Prerequisite: CSC212)

CSC304 – Artificial Intelligence

Artificial intelligence (AI) is a research field that studies how to realize the intelligent human behaviors on a computer. The ultimate goal of AI is to make a computer that can learn, plan, and solve problems autonomously. In this course, we will study the most fundamental knowledge for understanding AI. We will introduce some basic search algorithms for problem solving; knowledge representation and reasoning.

(Prerequisite: CSC212)

CSC323 – Visual Programming

This course provides students with capabilities to design and implement the applications using visual programming through Microsoft Visual Studio .Net with object-oriented programming principles. Emphasis is on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools. In addition to event -driven Windows programming, data types, operators, objects and properties, menus, procedures, control structures, database file processing, using human computer interaction principles to enhance user interface design.

(Prerequisite: CSC314&CSC221)

CSC332 – Data Communications and Computer Networks

This course provides students with a broad coverage of the concepts of data communication and computer networking, network topologies, four layers of TCP/IP, The seven layer model of OSI network. Protocol algorithms; resource-sharing, circuit and packet switching.

(Prerequisite: CSC331)

CSC302 – Computational Theory

This course explains to students the theory of computation through a set of abstract machines that serve as models for computation (finite automata, pushdown automata, and Turing machines), lexical analyzer, and examines the relationship between these automata and formal languages. Additional topics beyond the automata classes themselves include deterministic and nondeterministic machines, regular expressions, context free grammars, and the P & NP question.

(Prerequisite: CSC212)

CSC301 – Numerical Analysis

This course introduces students to numerical analysis covering topics: mathematical preliminaries: computer arithmetic, round-off error, source of errors, solution of equations in one variable: bisection method, fixed point method, false position method, secant method, Newton-Raphson method, interpolation and polynomial approximation, introduction to interpolation, direct methods for solving linear systems of equations, iterative methods for solving linear systems, iterative methods for solving nonlinear systems, and curve fitting techniques.

(Prerequisite: CSC203)

CSC325 – Database Development

The course covers the following topics: practicing the database pl/sql (cursors, triggers, functions, procedures...). also the student will practice database development tools such as: APEX, oracle developer: forms, reports and graphics.

(Prerequisite: CSC221)

CSC436 – Mobile Computing

This course introduces students to the fundamental principles of mobile computing, and its applications and challenges. Through this course, students will learn both fundamentals and applications of and mobile computing, and wireless communication technology.

Topics include: mobile and pervasive computing, wireless communication technologies, mobile computing applications (i.e. location based systems and context-aware systems), mobile application languages and software engineering principles of mobile computing.

(Prerequisite: CSC332)

CSC401 – Algorithms Design and Analysis

This course introduces formal techniques to support the analysis and design of algorithms, focusing on both the underlying mathematical theory and practice considerations of efficiency. The course introduces basic principles and methods of algorithm design and analysis. Topics include analysis of algorithm efficiency, asymptotic analysis, brute force and exhaustive search, decrease-and-conquer, divide-and-conquer, transform-and-conquer algorithms, recurrences and greedy algorithms.

(Prerequisite: CSC215)

CSC402 – Compilers Design

In this course, students will study compilers design, major problems in translation of programming languages, compilation steps, difference among translators, top-down versus bottom-up grammatical analysis, codes generation, and storage allocation strategies. It includes the building of translators, identifies and explores the main issues of the design

of translators, lexical analysis, parsing, symbol tables, declaration, code generation, and optimization techniques.

(Prerequisite: CSC302)

CSC425 – Graduation Project I

In this course, the student follows a research methodology to identify specific problem (define the research questions), conducts a literature survey and proposes a solution (an artifact) to the identified problem utilizing computer algorithms, software packages and/or hardware devices. This will take place with guidance from a supervisor. At the end of the course, the student will demonstrate the outcome of the project and will submit part one of graduation project report.

(Prerequisite: 90 Credit Hours)

CSC435 – Ciphery and Computer Security

This course provides students with a firm understanding of the major issues of data and computer security. Topics of the course include: computer security concepts, security attacks, security services, security mechanisms, symmetric and asymmetric ciphers, block ciphers, DES, AES, block cipher operation, message confidentiality, public-key cryptography and message authentication, key distribution and user authentication.

(Prerequisite: CSC332)

CSC426 – Graduation Project 2

In this course, the student has to use the outcomes of CSC425 Graduation Project I to implement and test the proposed solution. This will take place with guidance from a supervisor. At the end of the course, the student has to demonstrate the project

findings and submit a complete graduation project report.

(Prerequisite: CSC425)

CSC441 – Internship

The course is designed to provide students with the opportunity to gain experience in a workplace setting and to put into practice what they have learned during the course of their studies. It focuses on enhancing students' transferable skills and employability. The course also teaches students how to be self-confident when they face problems in their practical life.

(Prerequisite: 90 Credit Hours)

Major Elective

CSC204 – Linear Algebra

At its core, the course will introduce students to the fundamental concepts of linear algebra culminating in abstract vector spaces and linear transformations. The course starts with systems of linear equations and some basic concepts of the theory of vector spaces in the concrete setting of real linear n -space. The course then goes on to introduce abstract vector spaces over arbitrary fields and linear transformations, matrices, matrix algebra, similarity of matrices, eigenvalues and eigenvectors. The course material is of vital importance in all fields of mathematics and in science in general.

(Prerequisite: CSC203)

CSC327 – Web Based Software Development 2

This course introduces students to advanced topics in web applications development. Topics include: web applications development, smart devices and web design programming

languages (i.e. PHP, ASP.NET,...), database connection, web hosting, file transfer protocol, control panel for local and remote servers, web development tools.

(Prerequisite: CSC322 & CSC221)

CS326 – Mobile Application Development

This course covers key technologies underlying mobile application development. Topics include mobile platforms, GUI design, mobile programming, web services processing, database access and event-driven programming.

(Prerequisite: CSC322 & CSC221)

CSC305 – Operations Research

Topics include: Overview of operation research modeling approach, formulating a mathematical model, linear programming, iterative nature of the simplex method, transformation model. In addition to queuing theory, stock control models (Inventory) and project management (Network models) (CPM and PERT Technique). Analytic techniques and computer packages will be used to solve problems facing business managers in decision environments.

(Prerequisite: CSC103)

CSC312 – Programming Language Concepts

This course focuses on programming languages' specifications and concepts that give students enough background that they can argue persuasively why a particular language is appropriate or inappropriate for a particular problem. Topics are: concepts of programming languages, domains, evaluation, environments, syntax formal methods, attribute grammars,

binding, scope, types (data, user-defined, record, tuple, list, union, pointer, and reference), arithmetic expressions, operators, conversions, programming statements, subprogrammes, parameter-passing methods, design issues for functions, user-defined overloaded operators, dynamic scoping, abstract data types, and object-oriented languages.

(Prerequisite: CSC314)

CSC315 – Data Mining

This course provides students with an understanding of the concepts and elements of data mining both from a business and technology perspective, including hands-on experience with a sample of tools used in decision support environments. Topics include: basic concepts of data mining, classification and prediction, data warehouses, multi-dimensional data model, data cleaning, data integration and transformation, data, data mining primitives, mining association in rules in large databases, categorization of major clustering methods.

(Prerequisite: CSC304)

CSC421 – Software Engineering 2

This course introduces students to advanced topics of software engineering including: object-oriented software engineering (concepts and principles, analysis, design and testing), technical metrics for object-oriented systems, patterns design, software quality assurance, formal methods, component-based software engineering, client/server software engineering, web engineering, reengineering, and CASE (Computer-Aided Software Engineering).

(Prerequisite: CSC222)

CSC328 – Human Computer Interaction

This course is used to analyze and design implementation and evaluation of interactive

computing systems for human use; ergonomics; components of an interactive system; the human; input - output channels, the eye, hearing, touch, smell, taste, movement, memory; The computer: Interacting with computers, virtual reality concept, virtual reality HW/SW, virtual reality applications.

(Prerequisite: CSC222)

CSC329 – Multimedia Systems

This course introduces the theory and fundamentals of multimedia systems. It defines the various types of media such as sound, image, animation and video. The course also covers the various types of image filters speech signals, the animation and computer programmes that deal with managing and enhancing such types of media.

(Prerequisite: CSC322)

CSC343 – Special Topics In Computer Science

This course covers the most recent topics, latest research and state of arts, or technology in the field of computer science. The topic might be different from one semester to another; an approval from the computer science department is required to select the course contents whenever offering the course.

(Prerequisite: Department Approval)

CSC403– Image Processing

This course introduces concepts and applications of computer vision. Topics include image processing, boundary detection, segmentation and clustering, feature detection, motion estimation and tracking, probabilistic and statistical methods for detection and classification, multiple view geometry, object and scene recognition.

(Prerequisite: CSC401)

CSC411 – Computer Graphics

This course introduces the concepts and implementation of computer graphics, the theoretical aspects and implementation of computer graphics using OpenGL (or other tools). Topics include: overview of interactive computer graphics, two dimensional system and mapping, then it presents the most important drawing algorithm, two-dimensional transformation; clipping, filling and an introduction to 3-D graphics.

(Prerequisite: CSC401)

CSC437 – Cloud Computing

This course introduces students to cloud computing technologies. Topics include cloud infrastructure, reference model, resource management, programming models, application models, system characterizations, and implementations, deployment of cloud computing systems, parallel processing in the cloud, distributed storage systems, virtualization, security in the cloud, and multicore operating systems.

(Prerequisite: CSC332)

CSC438 – Parallel and Distributed Computing

This course covers the theory of parallelism and distributed computing, parallelism, communication, concurrency, hardware and software features, language features for concurrent and distributed systems, concurrent and distributed algorithms and middleware, coordination, sequential and parallel processing, parallel and scalable architecture, parallel decomposition, multiple simultaneous computations, and parallel computer models.

(Prerequisite: CSC332)





College of Law

College Compulsory Courses

Course Code	Course Title	Prerequisite	Credit Hour
LAW111	Introduction to Law	-	3
LAW121	Principles of Commercial Law	ENG 101	3
LAW131	Criminology and Punishment	-	3
LAW141	Administrative Law I	LAW 111	3
LAW151	Constitutional Law I	LAW 111	3
LAW161	Public International Law	-	3
LAW201	Methods of Scientific and Legal Research	60 Credit Hours	3

Course Descriptions

LAW 111 - Introduction to Law

The course consists of two main sections: the first section is the theory of law, its concept, objectives, sections, divisions, sources and scope of application, the second section is the theory of the right, its definition, its types, its elements, and its sources and the place of the right and its protection.

(Prerequisite: None)

LAW 121 - Principles of Commercial Law

This introductory course in Commercial Law addresses a wide range of topics and issues which are essential for understanding the way the law is used to regulate business and commerce. Topics include: the principles of Commercial Law, their emergence and development, and the definition and scope of Commercial Law.

The course also focuses on searches of the commercial register and titles and encompasses

the need to avoid illegal competition. Students also learn about various kinds of commercial contracts with reference to their provisions and types.

LAW 161 - Public International Law

The course deals with the main concepts, theories and principles of Public International Law. It defines Public International Law and explores its emergence, nature, basis, sources, and its relation with internal laws, by focusing the light on the essential elements of State. The course deals also with international recognition, international treaties and the Law of the Sea.

(Prerequisite: None)

LAW 131 - Criminology and Punishment

This course deals with the study of criminology, crime and criminal, and the most important factors and methods of research in criminology to reach the causes of criminal phenomenon and the most important modern trends in the interpretation of the criminal phenomenon, as well as the concept of study of the science of

punishment, sanctions and their characteristics types and precautionary measures and the most important types of penal institutions.

(Prerequisite: None)

LAW 141 - Administrative Law I

The course deals with the definition of administrative law, its description, its origin, its characteristics, its sources, the basis of administrative organization, its methods, the administrative activity, the administrative control and public utilities.

(Prerequisite: LAW 111)

LAW 151 - Constitutional Law I

This course deals with the study of the general theory of constitutional law and its terminology in language, form and substance, the application of its rules in addition to its relationship with other divisions of law. It also covers the study of written and non-written sources of constitutional rule, types of constitutions, methods of drafting constitutions, constitutional supremacy, and methods of

control over the constitutionality of laws in addition to the amendment of constitutions and its termination and application and the evolution of constitutional life in Bahrain. The basic elements, rights, freedoms and public duties contained in the Bahraini Constitution, the nature of the system of government and the relationship between the authorities, the powers of the King and the other legislative, executive and judicial powers.

(Prerequisite: LAW 111)

LAW 201 - Methods of Scientific and Legal Research

This course includes the following:

The course includes an overview of legal research, its concept and methods, starting from the stage of preparation and selection of the research topic, the stage of collecting sources and references, the stage of reading and contemplation, the stage of legal writing, and finally the stage of printing and discussion.

(Prerequisite: None)





**Department of Private Law &
Department of Public Law**

Bachelor in in Law

Study Plan

Year I

First Semester			
Course Code	Course Title	Prerequisite	Credit Hour
LAW 111	Introduction to Law	-	3
LAW 181	Introduction to Islamic Law	-	3
ARB 101	Arabic Language	-	3
CS 104	Computer Skills	-	3
HR 106	Human Rights	-	3
Total			15

Second Semester			
Course Code	Course Title	Prerequisite	Credit Hour
LAW 112	Sources of Obligation	LAW 111	3
LAW 141	Administrative Law I	LAW 111	3
ENG 101	English Language I	-	3
LAW 121	Principles of Commercial Law	ENG 101	3
LAW 131	Criminology and Punishment	-	3
Total			15

Year 2

Third Semester			
Course Code	Course Title	Prerequisite	Credit Hour
ENG 102	English Language 2	ENG 101	3
LAW 151	Constitutional Law I	LAW 111	3
LAW 281	Law of Personal States	LAW 181	3
BAI 61	Introduction to Entrepreneurship	-	3
LAW 132	Public Penal Law	LAW 131	3
LAW 210	Rules of Obligation	LAW 112	3
Total			18

Fourth Semester

Course Code	Course Title	Prerequisite	Credit Hour
LAW 161	Public International Law	-	3
LAW 212	Nominated Contracts (Sale and Rent)	LAW 210	3
LAW 201	Methods of Scientific and Legal Research	Hours Credit 60	3
LAW 241	Administrative Law 2	LAW 141	3
-	University Elective	-	3
LAW 231	Private Penal Law – Part I	LAW 132	3
Total			18

Year 3

Fifth Semester

Course Code	Course Title	Prerequisite	Credit Hour
LAW 220	Commercial Companies and Bankruptcy Law	LAW 121	3
LAW 313	Private International Law	LAW 212	3
LAW 232	Private Penal Law – Part 2	LAW 231	3
LAW 413	Civil and Commercial Procedure Law	LAW 210	3
LAW 282	Inheritances, Wills and Waqf	LAW 281	3
-	Programme Elective	-	3
Total			18

Sixth Semester

Course Code	Course Title	Prerequisite	Credit Hour
LAW 311	Labor Law and Social Securities	LAW 210	3
LAW 381	Fundamentals of Islamic Jurisprudence	LAW 282	3
LAW 414	Real and Subordinate Rights	LAW 212	3
-	Programme Elective	-	3
LAW 251	Constitutional Law 2	LAW 151	3
LAW 431	Procedure of Criminal Law	LAW 232	3
Total			18

Year 4

Seventh Semester

Course Code	Course Title	Prerequisite	Credit Hour
LAW 411	Insurance Contracts and Guranatee	LAW 212	3
LAW 321	Commercial Papers	LAW 121	3
LAW 432	Practical Applications in Public Law	LAW 431	3
HBH 105	Bahrain Civilization and History	-	3
LAW 341	Administrative Judicial System	LAW 241	3
-	Programme Elective	-	3
Total			18

Eighth Semester

Course Code	Course Title	Prerequisite	Credit Hour
-	Programme Elective	-	3
LAW 371	Public Finance and Taxation	LAW 241	3
LAW 410	Compulsory Execution and Evidence	LAW 413	3
LAW 415	Practical Applications in Private Law	LAW 413	3
LAW 401	Internship	90 Credit Hours LAW 413 LAW 431	3
Total			15

Course Descriptions

Programme Compulsory Courses

LAW 112 - Sources of Obligation

This course deals with what is called in Bahraini civil law “resources of personal rights”. It tackles, in a general introduction, the definition of Civil Law, its different topics and the basics of its general directions. Also, it covers some of the voluntary sources of obligation, such as the contract, its definition, elements, conditions, validity, interpretation, effects and termination; the individual will as a general

source of obligation; and the promise of a reward as the most significant practice of the theory of individual will. Moreover, it comprises non-volunteer sources, the most important of which is the harmful deed (illegal action) in terms of the responsibility of the individual for his/her own actions and/or others' actions; efficient deeds (wealth without reason) on a general basis, including preferences and paying what is not required, which is considered to be a practice of the theory of being wealthy without reason; and, finally, law as a direct resource for commitment.

(Prerequisite: LAW 111)

LAW 132 - Public Penal Law

This course includes the description of the Penal Code, its objectives and its development, the definition of the crime, its types, the study of its elements, the participation in the crime and the reasons for its permissibility. The study of criminal penalty theory sanctions and precautionary measures.

(Prerequisite: LAW 131)

LAW 181 - Introduction to the Islamic Law

This course includes the legal status of the Arabs prior to Islam and its comparison with Islamic law, then the definition of Islamic jurisprudence and its characteristics, the study of the total and partial rules of jurisprudence, and the time-frames of Islamic legislation and sources of Islamic law and origin and dependency, the ownership of the complete and partial property and the contract and its types.

(Prerequisite: None)

LAW 210 - Rules of Obligation

This course includes the following:

1. Execution of the obligation: the in-kind implementation of the obligation (optional, compulsory) and enforcement in return or through compensation (judicial compensation, contractual compensation, legal compensation)
2. Modified descriptions of the effects of obligation (condition and term, multiple obligation, the multiplicity of parties to the obligation)
3. The transition of obligation (transfer of rights, transfer of debt)

The expiration of the obligation (by fulfilment, equivalent to fulfilment, concurrent consideration, renewal, substitution, clearing, debt union, non-fulfilment: discharge, the impossibility of execution, obsolescence).

(Prerequisite: LAW 112)

LAW 212 - Nominated Contracts (Sale and Rent)

This course consists of two sections:

The first section: The Sales Contract; it includes the definition of the sales contract and its characteristics, the distinction between this type of contract and the other contracts, how to hold it, its elements and the implications thereof in terms of the rights and obligations of both the seller and the buyer; and finally it covers some types of sales such as selling in the event of death or sickness, selling of choses in action, selling the legacy and selling in case of illness or death.

The second section: The lease contract; includes its description, how to conclude it, its evidence and the implications thereof in terms of the rights and responsibilities of both the lessor and the lessee, and finally, it involves some types of rent, such as rent of agricultural lands and waqf.

(Prerequisite: LAW 210)

LAW 220 - Commercial Companies and Bankruptcy Law

The study methodology of this course includes the following: Definition of commercial companies and their importance and characteristics, and research in the general provisions of the companies in terms of the general and special general elements as well as the formal structure of the company contract,

and how the company is dissolved and liquidated and the provisions relating to the Solidarity Company, Limited Liability Company, Joint Venture Company, Public Shareholding Company, Joint-stock Company and Limited Liability Company in terms of establishment, management and termination. The course also deals with the definition of the bankruptcy system, its concept and characteristics, the basis of bankruptcy, bankruptcy conditions and the effects of bankruptcy and termination.

(Prerequisite: LAW 121)

LAW 231 – Private Penal Law – Part I

This course is considered to be a detailed study of some of the offences against the right of humans to life, namely murders, their different kinds, aggravating and mitigating circumstances. Also, it covers offences against the right of humans to the safety of their bodies, including the crimes of abuse, and their aggravating and mitigating circumstances. This course also deals with the most critical crimes against ethics and morals, including the crimes of adultery, rape, and indecent assault, and crimes against dignity and reputation.

(Prerequisite: LAW 132)

LAW 232 - Private Penal Law – Part II

This course is an advanced study of crimes against the duties of public office which include the crime of bribery and related offenses, the crime of embezzlement and damage to public money, as well as crimes against public trust, which include crimes of counterfeiting the currency and the crime of forging papers, as well as crimes against the funds, which include

crimes of theft and fraud and breach of trust and crimes associated with them.

(Prerequisite: LAW 231)

LAW 241 - Administrative Law II

This course encompasses administrative decisions in terms of their definition, elements, the criteria upon which they are distinguished from other businesses, elements, types, validity, implementation and expiry. Also, it covers the administrative contract in terms of its definition, elements, methods of its conclusion, types, management authorities towards the contracted and the obligations of the contracted towards the administration, the rights of the contractor with respect to the administration and the expiry of the administrative contract. Furthermore, it includes the general situation in terms of the concept and the definition of the public employee in Bahrain, in terms of its components, the nature of the relationship between the employee and the state, the conditions of appointment to a public job, the duties of the employee, his/her rights, conditions of employment and termination of employment. Finally, it deals with public funds in terms of their identity, characteristics, uses and protection.

(Prerequisite: LAW 141)

LAW 251 - Constitutional Law II

The course deals with the definition of the country and its elements, its characteristics, and the explanatory theories of the country sovereignty, study the origin of the country and the basis of power and the theories that have emerged to explain it, and the types of countries in terms of sovereignty, composition or form. It also includes the study of the

principle of the country's subordination to the law and the elements of the legal country, its guarantees and its applications in the Bahraini constitution.

As well as the study of the government and its various manifestations, forms and formulas of the government, democratic and non-democratic, as well as dealing with the types of democracy in terms of how the people participate in the ruling authorities such as direct, parliamentary and semi-direct democracy.

The means of assigning the government, the nature of the election, the legal adaptation and its legal nature, the composition of the electorate through general and restricted balloting, pre-election procedures, guarantees and applications in the Kingdom of Bahrain, as well as various electoral systems.

And the organisation of the public authorities and government forms based on the principle of separation of powers and governance in the world.

(Prerequisite: LAW 151)

LAW 281 - Law of Personal States

This course includes the definition of the marriage contract, its enactments, its legitimacy, its ruling, its types, and its rights - and the distinction between the spouses and its sections and provisions.

(Prerequisite: LAW 181)

LAW 282 - Inheritances, Wills and Waqf

This course includes the definition of the provisions of inheritances, wills and waqf, its causes, conditions and sections, and how to

distribute the legacy and the validity of the commandment waqf.

(Prerequisite: LAW 281)

LAW 311 – Labor Law and Social Securities

This course deals with the general principles of labour law in terms of its definition, significance, development, its international organisation, the sources of its independence and the scope of its application. It also includes the personal labour contract, its elements, how to hold it, its duration and its effects. Furthermore, it also handles the legal organisation of group work relationships, especially collective work agreements, labour unions, the settlement of collective work disputes and social insurance law, focusing on the rules related to the types of insurances applicable in the Bahrain (e.g. elderly people, incapacity, death, work injury) and sources of financing these types of insurance.

(Prerequisite: LAW 210)

LAW 313 - Private International Law

This course defines private international law, its sources, the conflict of laws (the law related to the judgment of relations containing a foreign element), adaptation, obstacles to implementing foreign law, attribution rules in personal status, property rights status, contractual obligations, tort liability, the conflict among the international judiciary (showing the international judiciary connected to the courts of Bahrain), the issue of implementing foreign sentences and the decisions issued by the foreign arbitral institutions.

(Prerequisite: LAW 212)

LAW 321 - Commercial Papers

The study methodology of this course includes the following:

Definition of commercial papers in terms of characteristics, functions, differentiation between commercial papers and securities, transferrable values and banknotes. The course also includes the types of commercial papers: how to create them, how to accept them, how to fulfil them, how to trade them and refrain from fulfilling. As well as the promissory note: how to create it, how to accept it and how to trade it, how to fulfil, how to decline, and how not to fulfil it. And finally, the check, its creation, its types, its distinction, the bill of exchange and the promissory note, concurrent consideration, how to fulfil the check, how to trade it and distinguish it from other papers.

(Prerequisite: LAW 121)

LAW 341 - Administrative Judicial System

This course deals with the principle of legitimacy, how it is applied and the subordination of the general administration to law. It also addresses the sources of written and unwritten legitimacy, balancing the principle of legality through the study of the theory of discretion, the theory of special circumstances and the theory of sovereignty. Also, it introduces the systems of judicial control over the work of the public administration, nonsuit, its characteristics, the consequences of a judgement of nonsuit in Bahraini law, the formal conditions of the nonsuit for cancellation (known as the conditions of accepting the lawsuit), the objective conditions (known as the reasons for the cancellation), the compensation claim,

the basis for the responsibility of the state, the applications of this responsibility in Bahrain, and the procedures for filing a nonsuit and rendering a sentence on it.

(Prerequisite: LAW 241)

LAW 371 – Public Finance and Taxation

The course deals with the financial activity of the country by showing how the country obtains its financial resources and how these resources are spent, within the framework of Bahraini legislation and comparative legislation. The course also includes the definition of public finance in terms of its concept, origin, development and its relation to other sciences, and the study of public expenditure in terms of its definition, elements, and its various divisions, and the phenomenon of increasing public expenditure, and public expenditure control, and to determine the economic effects of public expenditures, and the role of public expenditure in achieving the objectives of economic policy. It explains the main sources of public revenues, which are the public property of the country, country's expenses, taxes and public loans and the new cash issuance. The course also deals with the general budget of the country in terms of definition, principles and various stages (preparation stage - accreditation stage - implementation phase), as well as supervision of budget implementation.

(Prerequisite: LAW 241)

LAW 381 - Fundamentals of Islamic Jurisprudence

This course includes the definition of the fundamentals of jurisprudence as a compound

and legal science, and the study of Islamic jurisprudence in the sections of the mandate and positivism, and the grammar and originality, copying and jurisprudence.

(Prerequisite: LAW 282)

LAW 401 - Internship

This course focuses on training the students in one of the legal communities, to enable students to translate the theoretical ideas they have learnt through the study of some of the courses in the college into practice, reflecting the mechanisms of dealing with and handling lawsuits, whether civil, commercial or criminal. This leads to achieving the desired objectives of the internship, which are represented by the student's ability to deal with the legal text in terms of practical application, and providing the students with the skills to deal with the client, the suit, the court and the opponent. This enables the student to move from the purely theoretical material of the course to the practical side, in terms of application. This course requires the student to prepare a special report on their internship, in which the student explains the work that he/she has been trained in, the outcomes of the training and to what extent he/she has benefited from it.

(Prerequisite: 90 Credit Hours + LAW 413 + LAW 431)

LAW 410 – Compulsory Execution and Evidence

This course includes the general provisions of the theory of evidence (data) through the statement of the essence of evidence, its importance and its different doctrines, then the general rules in the independence and impartiality of the judiciary and the right

of evidence and the burden of evidence and the place of evidence, then the methods of proof starting with reporting and then the certificate, evidence and the authoritative command ordered and the acknowledgement and questioning of opponents, take the oath and finally the review and proficiency. The second part of this course includes the general provisions in forced implementation and its definition, the implementing authority, the elements of the substantive and procedural implementation process, and then how to implement the movable and immovable property of the debtor and how to distribute the implementation proceeds.

(Prerequisite: LAW 413)

LAW 411 - Insurance Contracts and Guarantee

1. **Insurance Contract:** This course clarifies the meaning of insurance and its definition, clarifying its legal characteristics and types, distinguishing between insurance from damages and insurance from individuals, then the definition of insurance on items and civil liability insurance, then studying of the methods of concluding the insurance contract from the legal and practical point of view, and the insurance policy, its history and interpretation, the appendix and effects of the insurance policy and the study of the parties to the insurance contract (insured, beneficiary and grantee). Their respective obligations and the insured risk thereof, the amount of insurance and the expiry of the insurance contract and its obsolescence.
2. **Guarantee Contract:** The guarantee contract is from personal insurance contracts, the study of this contract deals with its definition,

its characteristics, the comparison between the guarantee contract and other contracts, and it also deals with the study of the pillars of sponsorship and then it demonstrates the implications and finally it studies the manner of expiration of the bail contract.
(Prerequisite: LAW 212)

LAW 413 - Civil and Commercial Code of Procedure

This course includes a definition of the Law of Civil Procedure, its development, sources, and its connection with other laws. It also includes the study of the judicial organization in terms of the formation of the courts, the levels of litigation, the judiciary, and the rules of jurisdiction. It also addresses the case theory, the study of litigation, and the study of judicial awards and methods of appealing.

(Prerequisite: LAW 210)

LAW 414 – Real and Subordinate Rights

This course includes the following:

Section 1: This section includes the study of the rights in kind, the property rights, the equitable ownership, usufruct rights, uses rights, residence rights and easement rights in terms of the concept and characteristics of each right and how to acquire, protect and terminate it.

Section 2: This section includes the in-kind dependency, the insurance mortgage, the possessory mortgage and the franchising in terms of the concept of each right, how it has been created, its effects and its termination.

(Prerequisite: LAW 212)

LAW 415 - Practical Applications in Private Law

This course deals with the retrieval of theoretical principles in the civil law of evidence and pleadings, which paves the way for practical applications in the field of the above-mentioned laws, and then the introduction to judicial judgments in terms of introducing their analysis and how to review and refute them and the legal principles that it has adopted, and how to prepare the regulations of the case whoever may properly be sued therein. In different stages of the judiciary, primary, appellate and discriminatory as well as the art of pleading before the courts and the proceedings in various aspects and then offer judicial applications on certain contracts such as sale, rent, insurance and acquisition. As well as determining the legal status of the foreigner and presenting the judicial applications that clarify the international jurisdiction of the Kingdom of Bahrain, and the acquisition of the foreign judgment in the executive version.

(Prerequisite: LAW 413)

LAW 431 – Procedure of Criminal Law

This course deals with the definition of the procedure of criminal law and its relationship with other areas of law and procedural regulations, and the public lawsuit in terms of its parties, its action, conditions and causes of expiry. As well as the rules of jurisdiction, nullity and evidence. And finally, the study of criminal provisions during the stages of the investigation, inference, preliminary investigation and trial, the study of criminal provisions and the methods of appealing.

(Prerequisite: LAW 232)

LAW 432 - Practical Applications in Public Law

The course deals with the fundamentals and art of legislative drafting, as well as the legal writing, judicial work, judicial control and legal principles, and practical applications in criminal judicial work through training trials and preparation of various legal documents.

(Prerequisite: 431)

Programme Elective Courses

LAW 171 - Principles of Economics

The course tackles the definition of the basic concepts of microeconomics and macroeconomics, in terms of the economic problem, its elements, the theory of supply and demand, the factors influencing them, consumer balance, the theory of production, the theory of markets, the economic activity of the national economy as a whole, and relationships linking the overall variables in the economy, such as the gross national product (GNP), national income, total consumption, total savings and total investment. As well as the description of the concept of money and banks and their development and functions, and also addresses the most important economic and monetary problems, namely inflation, the problem of economic recession and the problem of inflationary inflation.

(Prerequisite: None)

LAW 213 - History of Law

This course is for those interested in studying the origin of the legal basis, the justifications of its rise, and the systems that prevailed in primitive societies, such as the patriarchal system, the rule

of force and other systems that were prevalent at the time. It also tackles the most important of the old laws that have had a clear impact on contemporary ordinances. Perhaps the most notable of these old laws in this regard are the laws that existed in Mesopotamia, such as the Code of Ishtar, the law of Aishnohna and the Code of Hammurabi. In addition, this course includes the study of Roman law in terms of its origins, development, the stages it underwent, the sources upon which it had relied and the most important provisions of that law.

(Prerequisite: None)

LAW 222 - Maritime Law

This course deals with the issue of maritime law, in terms of its emergence, its subject matter and skills. It also studies the ship as a tool of navigation, identifies important persons in navigational history, identifies ways of making full use of and investing in a ship, discusses maritime accidents suffered by a ship, and, finally, covers marine insurance.

(Prerequisite: LAW 121)

LAW 261 - International Organizations

The course deals with the historical development of International Organization and the creation of League of Nations concerning aims, membership, and functions.

The course deals also with the definition of International Organization, Legal Personality, and International Employers; their Privileges and Immunities; and with the creation of the United Nations and its branches: General Assembly, Security Council, Economic and Social Council, and International Court of Justice. Finally, it deals with regional organizations such as: Arab

League and the Cooperation Council for the Arab States of the Gulf.

(Prerequisite: LAW 161)

LAW 262 - Humanitarian International Law

This course deals with the concept of international humanitarian law, its origin, its historical development and its Islamic perspective. It also deals with the study of its principles, its legal nature, its sources, its basic props underlying it, and its relationship with international human rights law.

This course also examines the physical scope of international humanitarian law in terms of the study of international and internal conflicts, as well as the personal scope of this law, focusing on victims of armed conflicts, persons and civilian populations, as well as its scope in kind.

This course also examines the mechanisms for putting the international humanitarian law into practice and the role of the International Committee of the Red Cross in this regard, the international responsibility of breaching its rules and the mechanisms of sanctions, and the role of the International Criminal Court "ICC" in this framework. This course also aims to introduce the student to the efforts exerted by the Kingdom of Bahrain to implement the provisions of international humanitarian law.

(Prerequisite: None)

LAW 271 - Political Economics

The Political Economics deals with the definition of political economy, as well as the emergence and evolution of the political economy and its relationship with other sciences, and it also the study of the elements of the

economic system of the forces of production, production relations, distribution relations, types of economic systems. The also course deals with the study of economic thought in the previous stages of capitalism (primitive system, slavery system, feudal system). It also deals with the study of the capitalist economic system in terms of the factors of its origin, its fundamental characteristics, its evaluation, and the fundamental characteristics of contemporary capitalism, as well as the Islamic economic system in terms of its definition and characteristics, and finally, it deals with the study of the state of the Bahraini economy.

(Prerequisite: None)

LAW 312 - Intellectual Ownership

This course includes the following topics:

1. Study the issue of intellectual property in terms of the origin, concept and scope of intellectual rights and then study the importance of intellectual rights and jurisprudential differences on its definition.
2. Copyright: its concept, the conditions of acquisition of the author's description, the description of copyright, the moral right and financial right of the author.
3. Rights related to Copyright: its concept, its relationship to copyright, the most important types are the rights of performance artists and producers of phonograms and the rights of broadcasting organizations.
4. Patent: its concept, acquisition, property rights within its framework and protection.
5. Industrial Designs: their definition, conditions, registration, ownership and protection.
6. Computer Programmes: the extent to which they can be protected within the framework of industrial property or within

the protection of copyright.

7. Brand: Its meaning, nature, conditions, ownership system and legal protection. Commercial address: definition, function and protection.

(Prerequisite: LAW 210)

LAW 322 – Law of Competition and Preventing Monopolistic Practice

This course addresses competition law and the addressing of monopolistic practices in business. curriculum includes: the provisions of competition, its concept and images under the economic systems of capitalism, socialism and the Islamic view. Emphasis is laid on the methods of protecting legitimate competition, in light of the new world which is based on sectarian freedom of trade and trade protection, under the World Trade Liberalization agreements and free market economics which, in turn, are based on the use of competition to attract the widest possible audience to achieve high profits.

The competition achieved through good product development, increased quality, reduced costs and grants and the development of efficient selling and distribution facilities, can lead to monopolistic tendencies and dumping, despite the levels of competition prevalent in the market. These potential drawbacks are also considered in the course.

(Prerequisite: LAW 121)

LAW 323 – International Trade Law

This course provides an introduction to International Commercial Law, a study of its properties, and introduces students to research in the standardization of International Commercial Law. This is accomplished

by adopting a study of the methods of standardization and the factors which have assisted concerned organizations to achieve their goals. The course also encompasses a comprehensive study of the sources of International Commercial Law and the competent individuals responsible for enacting the same and the International Commercial Contracts conclusion. Study focus is also laid on the United Nations Convention on the International Sale of Goods (Vienna Convention) and research in commercial arbitration.

(Prerequisite: LAW 121)

LAW 330 – Commercial and Electronic Crimes

This course is an advanced study of the legal texts of cybercrime, their legal nature, their powers and their penalties, which focuses on electronic crimes and illegal exploitation of credit cards and forgery in information, illegal electronic transfer of funds and crime of money laundering the crime of terrorism financing.

(Prerequisite: LAW 232)

LAW 331 - National Security Crimes

This course deals with an advanced study of the most serious crimes against internal and external security, including: the offense of violating the sovereignty, the crime of revealing the secret to the public, the crime of hostile acts against a foreign country, the crime of committing deals with the enemy country, the crime of assaulting the Constitution, the crime of attacking social peace, the crime of assaulting power, and the crime of disobeying government orders.

(Prerequisite: LAW 132)

LAW 342 - Law of Nationality and Aliens Status

The course deals with the general theory of nationality in terms of its definition, its types, how to acquire, lose and recover nationality in comparative laws, and study the provisions of the Bahraini Nationality Law of 1963 and its amendments.

The second topic of study is the status of foreigners, in terms of determining the rights enjoyed by foreigners in the Kingdom of Bahrain, their obligations before them, how to enter the Kingdom and the required papers, documents and procedures.

(Prerequisite: LAW 313)

LAW 351 – Judicial Constitution

The course tackles the monitoring of the constitutionality of the laws and bylaws and the types of political and judiciary monitoring, as well as the means of moving lawsuits in the jurisdiction. It also discusses the various means of monitoring over the constitutional opposite law, monitoring the constitutionality of laws

and bylaws in the equivalent constitutional systems. Moreover, it handles the constitutional court in the Kingdom of Bahrain, plus the formation of such court and the guarantees of its members, and the specialisation of the Bahraini Constitutional Court and then the litigation procedures at court and the effects of non-constitutionality sentencing.

(Prerequisite: LAW 251)

LAW 372 - Statics for Legal Professionals

This course covers aspects related to the collection, tabulation, presentation and processing of data. The course includes concepts, tools, techniques and methods of statistical research. Emphasis is placed on practical examples related to the work of the jurists, such as the application of the crimes and their relation to variables such as living standards, education, environment and others.

(Prerequisite: None)



LAW 421 - Law of Banking Institutions and Banking Operations

This course deals with the law of banks and banking transactions carried out by banks in Bahrain, such as bank accounts, the current account, documentary credit, bank guarantees, bank transfers and other banking transactions carried out by banks for the benefit of their customers.

(Prerequisite: LAW 121)

LAW 422 - Arbitration in Civil and Trade Cases

This course includes the following:

The arbitration as a means of settling disputes, the form and forms of the dispute, the details of the arbitration agreement and the conditions of its validity, the manner of opening the arbitration dispute and the continuation of its procedures, and the arbitral award in terms of form, content and effects, and finally the implementation of an arbitration.

(Prerequisite: LAW 413)

LAW 423 - Law of Energy and Petroleum Contracts

This course tackles the definition of the law of energy, its importance, its properties, research on petroleum contracts in terms of their concept and properties, and the mechanism for concluding these contracts in terms of the conditions, elements and their parties. It also studies the different forms of petroleum contracts, such as concession contracts, sharing contracts, entrepreneurial contracts and profit-sharing contracts. In addition, it deals with the effects resulting from the aforementioned

contracts in terms of the rights and obligations of the two parties, and the conditions that may be included in these contracts with respect to their benefits and risks. Finally, it addresses the mechanisms that can be followed when settling the disputes that may arise between the parties of oil contracts.

(Prerequisite: LAW 212)

LAW 424 – Commercial Electronic Law

This course deals with the definition of electronic commerce and its growing importance and distinguishing it from the traditional form of the trade. It also deals with How to hold an electronic contract, electronic signature and electronic evidence, electronic payment method and consumer protection in e-contracts.

(Prerequisite: LAW 212)

LAW 433 – Forensic Medicine

This course deals with an advanced study of forensic specialities, the legal nature of anatomy, death criteria, body variables of deposition, rigor mortis and decomposition, methods of killing of poisons, suffocation, wounds, and fingerprints.

(Prerequisite: LAW 231)



Bachelor

Degree Bylaws

Article (1)

This bylaw is called the Bachelor Degree Bylaw in the Applied Science University, and is applicable to all University colleges effective from the date of approval. It is applied to enrolled students that are registered to obtain a Bachelor Degree.

Article (2)

1. The following words and expressions, as indicated in this bylaw, have the meanings allocated below; unless the context signifies otherwise.

- A. President: University President
- B. Council: University Council
- C. College Dean: Dean of the College to which the student belongs
- D. Study System: Credit Hours System

2. Credit Hours System:

The system of study is based on:

- A. Number of credit hours that should be completed by the student and passed according to the level determined by the University as a condition for graduation in any academic programme.
- B. Identification of academic fields in which such credit hours are distributed as per the provisions of this bylaw giving the student the freedom to select required courses based on his/her needs and readiness with the guidance from his/her academic advisor and within the range of minimum and maximum credit hours allowed per semester and according to the advising plan.

3. Credit Hours (Cr.):

Includes one theoretical hour of study per week or its equivalence in practical hours, within the full academic semester.

4. University Year:

The university year consists of two obligatory semesters and one optional summer semester.

5. Semester:

The duration of each semester is at least 14 weeks, including the examination period, and the duration of the summer semester is at least seven weeks, including the examination period. The University Council is entitled to change this duration as per public interest as viewed by the University Council, in a way that does not conflict with the bylaws and laws issued by the Higher Education Council.

6. University Requirements:

A set of compulsory and elective courses studied by all students in the University according to their approved plan of study.

7. College Requirements:

A set of compulsory and elective courses studied by all students in the College according to their approved plan of study.

8. Programme:

The total credit hours required to be studied by the student to obtain a Bachelor Degree in a certain specialty.

9. Programme Requirements:

A set of compulsory and elective courses studied by all students in the programme according to their approved plan of study.

10. Academic Level:

The academic level of the student is determined by the number of hours the student has passed successfully by virtue of the study plan.

These are a set of courses from which the student is entitled to select, as included in the elective courses list, and according to the approved plan of study in the University.

12. Compulsory Courses:

A group of courses that the student must complete as part of their approved study plan in the University.

13. Prerequisite:

An academic course that must be successfully completed by the student before enrolling in the more advanced course, according to the provisions of Article 8/2.

14. Study Load:

The number of credit hours registered by the student during the semester.

15. Study Plan:

This specifies the total number of credit hours distributed accordingly throughout the study period in order to obtain a Bachelor Degree.

16. Punctuality:

Attendance of lectures, discussions, and practical classes defined for each course in the study plan.

17. Academic Advisor:

An academic staff who helps the student register the required courses after referring to their academic transcript and the study plan provisions, as well as the university bylaws, depending on the student's abilities and academic progress in the University.

18. Course Grade:

The total marks from the final exam, mid-term exam and classroom work, excluding courses that are on a (Pass) or (Fail) basis.

19. Semester Average:

The average of courses grades studied by the student in one semester, calculated to the nearest decimal points.

20. Grade Point Average (GPA):

The accumulative average of all the courses completed by the student, successfully or otherwise, as set in their study plan until the date at which the average is calculated. Courses that are not within the student's study plan are not included in the calculation of the GPA and are calculated to the nearest two decimal points.

21. Minimum Pass Mark:

The minimum pass mark in the course is 50%, and the minimum final mark is 35% (University Zero Mark). This should take into account the fact that the mark should be a single overall integer mark.

22. Transcript:

A copy of the student's academic report, which the student receives at the end of each semester, indicating the number of credit hours studied, mark for each course, semester average and Grade Point Average (GPA).

23. Withdrawal:

• Withdrawal from the course (W)

This refers to the student's withdrawal from the academic course within the specified period.

● **Emergency Withdrawal (WE)**

This refers to the student's emergency withdrawal from all courses after the specified withdrawal period for compelling reasons, such as ill health, personal injury, or the death of a first or second degree relative.

● **Forced Withdrawal (WF)**

This refers to the student's withdrawal from the registered courses in a certain semester in cases in which he has exceeded the permitted absenteeism percentage without providing an official excuse.

● **Automatic Withdrawal (WA)**

This refers to the student's withdrawal from the registered courses in a certain semester in cases which they have not attended any of the lectures of the course during the semester.

● **Cancel Registration (CR)**

This refers to the cancellation of a student's registered courses in a certain semester in case the misconduct committee issues a decision to cancel the registration.

24. Academic Warning:

A formal warning given to the student in cases where he has low GPA.

Article (3):

The University Council declares the study plan that leads to obtaining of a Bachelor Degree in the specialities provided by the University Department, based on the recommendation of Councils of Colleges and appropriate Academic Departments, as well as proposals from the appropriate committees, so that the credit hours required for obtaining degrees are as follows:

1. College of Administrative Sciences:

- A. Bachelor of Accounting 135 Credit Hours
- B. Bachelor of Business Administration 135 Credit Hours
- C. Bachelor of Accounting and Finance 135 Credit Hours
- D. Bachelor of Management Information Systems 135 Credit Hours
- E. Bachelor of Political Sciences 135 Credit Hours
- F. B.A. (Hons) Management and Business Studies (Hosted) 135 Credit Hours
- G. B.A. (Hons) Accounting and Finance (Hosted) 135 Credit Hours

2. College of Law

- Bachelor of Law 135 Credit Hours

3. College of Arts and sciences

- A. Bachelor of Computer Science 135 Credit Hours
- B. Bachelor of Graphic Design 135 Credit Hours
- C. Bachelor of Interior Design 132 Credit Hours

4. College of Engineering

- A. B.Eng. (Hons) Civil and Construction Engineering (Hosted) 150 Credit Hours
- B. B.Eng. (Hons) Architectural Design Engineering (Hosted) 150 Credit Hours

Article (4) Study Plan:

The study plan in each Bachelor Degree programme includes the following courses.

I. University requirements:

Number of credit hours needed to meet the University's requirements is 27 Cr., divided as follows:

A. University Compulsory Requirements: (21) Credit Hours:

Course no.	Course Name	Credit Hours
ARB101	Arabic Language	3
ENGI01	English Language (1)	3
ENGI02	English Language (2)	3
CSI04	Computer Skills	3
HBHI05	Bahrain Civilization and History	3
BAI61	Introduction to Entrepreneurship	3
HRI06	Human Rights	3

B. University Elective Requirements: (6) Credit Hours:

One course is to be selected from the first group (3 credit hours) and one course from the second group (3 credit hours).

Group	Course no.	Course Name	Credit Hours
First Group	ISL 101	Islamic Culture	3
	ISL 103	Islam and Contemporary Issues	3
	ISL 102	Islamic Ethics	3
Second Group	SOC 101	Introduction to Sociology	3
	MAN 101	Man and Environment	3
	LIB 101	Introduction to Library Science	3
	SPT 101	Special Topics	3
	CS 205	Computer Applications	3
	LFS 102	Thinking and Communication Skills Development	3

C. Other courses may be added, and some of the courses mentioned above may be cancelled by a resolution of the University Council. The council forms a committee for each course, or a number of the required courses. These committees set the courses' curriculum according to the council's guidelines.

2. College Requirements:

The requirements of the College consist of a set of credit hours declared by the University Council, upon a recommendation of the College Council, as follows:

Colleges	Credit Hours
College of Administrative Sciences	27
College of Arts and sciences	12 - 21
College of Law	21

3. Requirements of the Programme and Supporting Courses:

The number of credit hours required is approved by the University Council upon a recommendation from the college councils. These credit hours are distributed between compulsory and elective courses, as well as applied studies and internships.

Article (5): Admissions Requirements and Placement Tests for New Students

I. University Admissions Requirements:

A. The student should obtain a Secondary School Certificate or its equivalent certified by the Ministry of Education in the Kingdom of Bahrain with an average of no less than 60% or equivalent.

B. Students with averages below 60% may be admitted in the University, provided that they meet one of the following criteria:

I. They are athletes and artists who represent the Kingdom of Bahrain internationally.

2. Those with at least one year of practical experience following their secondary school certificate.

3. In addition to that, the University Council has the right to decide on applicants with averages below 60%.

4. The number of students admitted according to this point (B) can be no more than 5% of the admitted students.

C. In some programmes, the students admitted from non-scientific secondary school fields should pass remedial courses.

2. All students admitted to the University should take a compulsory placement test – determined by the University- to determine their English language level. The levels admitted to the programmes are determined as follows, so that the admitted student studies the course listed according to their own ability level:

A. Programmes taught in English according to the following table:

Course	Level	Mark in the placement test
ENG 097	Elementary	0 - 34
ENG 098	Intermediate	35 - 50
ENG 111	Upper-Intermediate	51 - 120

B. Programmes taught in Arabic according to the following table:

Course	Level	Mark in the placement test
ENG 099	Remedial course	0 - 40
ENG 101	English 101	41 - 120

3. A student may be exempted from studying the English language courses in the following cases:

- The student is exempted from the courses ENG 097 and ENG 098 for programmes taught in English, and the course ENG 099 for programmes taught in Arabic if they have obtained (5) or higher in an IELTS test, or 450 and higher in a TOEFL test.
- The English language placement test is conducted in the semester in which the student is admitted. If the student does not attend the test, they will be given a mark of 0, and will not be allowed to postpone the test for any reason or under any circumstances. Students transferred from other universities will be exempted from the English language placement test if they have taken an equivalent English course in their previous university.

Article (6): Credit Hours

- 1- Each course consists of three credit hours, excluding some courses that have practical requirements (for example, laboratory work), in which case, the number of credit hours for a course may reach five hours. The University Council may assign fewer or more hours for some courses, if required.

- 2- The credit hours for each course are assigned on the basis that one hour of theoretical weekly lecture equals one credit hour. In the case of laboratory or practical hours, the assessment is made separately for each course, where one credit hour constitutes no less than two practical hours or two laboratory hours.

Article (7): Levels of Study

- 1- The courses offered by each programme as well as the courses included in the study plans are classified into four levels, stating any prerequisites (if any) for each course. Each course is assigned a code that indicates its level. Moreover, every course must identify the number of lectures, weekly laboratory hours, and number of credit hours.
- 2- The students registered at the University under the Bachelor Degree are classified into four levels: first year, second year, third year, and fourth year, according to the number of credit hours they completed: A second year student will have completed 33 credit hours, a third year student will have completed 66 credit hours, and a fourth year student will have completed 99 credit hours.

Article (8): Prerequisites

1. The student is not allowed to study a course before studying its prerequisite courses.
2. The student is allowed to study a certain course and its prerequisite in the same semester if their graduation so requires, or if they have previously failed the prerequisite. This happens with the consent of the Dean of the College and with a recommendation from the Head of the Department and the academic advisor, provided that the student does not have more than one prerequisite to complete or to pass.
3. The meaning of studying a prerequisite which is mentioned in paragraphs 1 and 2 of this article: -the student should have registered, attended and taken the exams of the prerequisite irrespective of passing or failing it, provided that his grade is not less than 36%.

Article (9): Duration of Study:

1. The study duration to obtain a Bachelor Degree in any programme with a regular study load is four academic years.
2. Students are not allowed to obtain a Bachelor Degree in a period of less than three years.
3. The study duration to obtain the Bachelor Degree should not exceed eight academic years in all programmes.

Article (10): Study Load

The minimum number of credit hours a student may register for is 12 credit hours per semester, and the maximum is 19 credit hours per semester. A student is allowed to register less than 12 credit hours only once during his studies. Moreover, he is allowed to register less than the aforementioned minimum number of

credit hours more than once on condition that he is considered a part-time student and that it should not count towards the minimum period of obtaining the degree. A student is allowed to register for extra credit hours, provided that these hours do not exceed 21 credit hours, and the following conditions are met:

- His GPA is not less than 84%.
- The student needs to study 21 credit hours to complete the requirements of graduation during that semester.

Article (11)

In the graduation semester, the student may register any number of credit hours required for graduation, without considering the minimum level of the prescribed study load.

Article (12): Punctuality

All registered students must regularly attend all lectures and actively participate in all classroom discussions. Furthermore, the course instructor keeps a record of the students' absence and attendance in the Students Information System.

Article (13): Absence and Excuses

1. The student is not allowed to be absent for more than 25% of the course credit hours.
2. The course instructor submits the names of those students whose absenteeism exceeds 15% of the total hours of the course to the Head of the Department in order to take the necessary action.
3. If the student is absent for more than 25% of the total course credit hours without a reasonable excuse that is accepted by the College Dean, they will not be allowed to attend their final exam and will be given the minimum pass mark, i.e. (WF, 35). The student will then have to retake the course,

- if it is compulsory. In all cases, the grade will be included in the calculation of the student's accumulative and semester average for warning or dismissal purposes.
4. The Head of the Department submits to the College Dean a list of those students who are prohibited from taking the final examinations due to their absenteeism, to inform the Deanship of Admissions and Registration to assign to those students the minimum grade for that course.

Article (14): Absence

1. If the student is absent for more than 25% of the course hours due to illness or any reasonable excuse that is accepted by the College Dean, they will be considered as withdrawn from the course with a grade of (W), and the rules of withdrawal will apply. Students who represent the Kingdom or the University in social activities shall be permitted to be absent for no more than 30% of the total course hours.
2. It is necessary that sick leave be issued by an approved medical authority and a certificate be submitted to the Dean of College within a period of two weeks from the date of the absence.

Article (15): Examinations

1. Any student absent from the final exam without an excuse that is accepted by the College Dean will be given a mark of zero.
2. The maximum number of (stamped) sick leave for out-patient students is five days if approved within two working days, whereas for in-patient students, approval must be sought within four working days from the period of absence.

3. If the student misses the final exam with a reasonable excuse that is accepted by the Dean of the College, the Dean is responsible for informing the Deanship of Admissions and Registration of the need to assign a grade of "incomplete", where the course instructor will schedule a make-up exam within the first 2 weeks of the next semester unless the student has postponed that semester; this rule doesn't apply to the summer semester since it is an optional semester. If this does not happen, the student will not be able to retake the exam, and he/she will be assigned the minimum grade for that course which is (IF, 35).
4. It is possible to consider the student who has missed the final examination with an acceptable excuse as withdrawn from the course, provided that he successfully passed the mid-term exam and the coursework, and are not registered for the make-up exam during the period determined in Paragraph 3 above, and that the student did not miss a make-up exam scheduled by the department without providing an acceptable excuse to the Dean.

Article (16): Course Descriptions

Academic Staff members prepare descriptions of their courses, which include the nature of the course, its objectives and timetable, the course requirements, exams and assessment dates, marks distribution, reading and references lists. These will be approved by the Department Council.

Article (17): Marks

1. The final mark for each course is the sum of the final exam mark and the coursework mark.
2. The coursework includes the following:
 - a) Oral and written quizzes, reports, research, group

- discussions, presentations and class participation, and counts for 20% of the overall course mark.
- b) A mid-term written exam which counts for 30%.
 3. The final exam for each course is held at the end of the semester and counts for 50% of the overall mark. The final exam is a written exam that covers the course material and may include oral or practical tests or a submitted report and the College Council determines, based on a recommendation from the concerned Department, its percentage from the final exam mark. This has to be announced to the student at the beginning of the semester.
 4. The distribution of the marks for practical courses, or those which have a practical element, are determined by the College Council based on recommendations by the Department Council.
 5. The final exam, mid-term exam grades and coursework may be re-distributed if recommended by the Department Council and the College Council and given an approval from the University Council.
 6. The marks are calculated and recorded

for each course using percentages, and the credit hours of the course should be clearly stated.

7. The final grade for each course is calculated from 100 to the nearest whole number.

Article (18): Examination Questions

The exam questions should be confidential and each academic staff member setting them should coordinate with his Head of Department and College Dean. The academic staff should take full responsibility for the supervision, printing, copying, packing, and maintaining of the exam papers.

Article (19)

The course instructor is responsible for keeping a record of students' attendance of the exam, and the marking of papers.

Article (20)

The course instructor is responsible for accurately recording the students' marks in the Students Information System.

Article (21)

I. Mark Classifications are as follows:

Mark	Grade	Symbol in English
90 - 100%	Excellent	A
80 - 89%	Very Good	B
70 - 79%	Good	C
60 - 69%	Pass	D
50 - 59%	Poor	E
Below 50%	Fail	F

2. The Accumulative Averages are classified as follows:

Mark	Grade
92- 100%	Excellent with Honours
84 - less than 92%	Excellent
76 - less than 84%	Very Good
68 - less than 76%	Good
60 - less than 68%	Satisfactory

Article (22): Calculation of Semester and GPA Averages

1. The calculation of any semester or GPA averages is done by multiplying the percentage for each course by the number of credit hours for each course divided by the total number of credit hours.
2. In cases where the student has failed, their mark will be recorded by the course instructor as 35%, including all marks that fall below 35%.
3. All courses completed by the student are documented in their academic transcript.

Article (23): Appeals

1. Students have the right to appeal against their final examination mark for any course within ten days of the results being announced. The Dean will ensure the accuracy of the aggregation and transfer of marks and that no answers left unmarked. This is done by a committee formed by the College Dean, consisting of academic staff members but excluding the course instructor.
2. The student pays 10 Dinars for each appeal request.
3. The student has the right to appeal against his final mark for any course using the following steps:

- A. The student submits an appeal request to the Deanship of Admissions and Registration within 10 days of the results announcement. The student then pays 10 Bahraini dinars - to be refunded if the mark is subsequently augmented.
- B. The Head of the Academic Department forms a special committee that consists of two academic staff members to review the coursework results and re-mark the final exam paper; provided that the student's course instructor is not a member of the committee. If the committee cannot agree on the same result, it will be transferred to a third member to make the final decision.
- C. The committee depends on the mark distribution that was provided by the course instructor.
- D. The committee submits its report to the Head of the Academic Department within one week of its formation.
- E. If the mark is changed following the committee report, it will be approved by the concerned Head of Department and College Dean. The report will then be delivered to the Deanship of Admissions and Registration to amend the mark prior to end of the Add/Drop period of the coming semester.

- F. The Deanship of Admissions and Registration notifies the student of the result.
- G. The student is not allowed to request an appeal on a course that was already reviewed. The first appeal's decision will be considered as a final decision.

Article (24): Adding or Dropping Courses

1. The student is allowed to withdraw from courses in which they are registered and add new courses within five working days of the beginning of the first and second semesters, and within three working days of the beginning of the summer semester. The courses dropped within those periods will not be included in the student's academic transcript.
2. Given the content of Clause (1) of this Article, the student is allowed to withdraw from a course within eight weeks of the beginning of the first and second semesters, and within four weeks of the beginning of the summer semester, provided that the student has not exceeded the percentage of the allowed absenteeism rate. The dropped course in this case would be included in the student's academic transcript with a note of 'withdrawn-W', and this course would not be included in the total credit hours they have studied in terms of passing, failing or graduation requirement. If the student has dropped the course after the mentioned period, the academic staff should include the student's result in his academic transcript. The withdrawal process should not decrease the number of credit hours registered by the student in terms of the minimum study load allowed according to these instructions, except in

some compelling circumstances mentioned in these instructions.

Article (25): Withdrawal from and Completion of Courses

1. In cases where the student has withdrawn from a course, the note 'W withdrawn' will appear next to the course on his academic transcript.
2. **The note 'incomplete' will appear next to the course if the student does not complete the requirements, or misses the final exam** with an acceptable excuse.
3. If the student obtains the result of 'incomplete' in some courses, their averages will be calculated when the marks of the courses are complete. The averages are considered retroactively from the date of the student having obtained the 'incomplete' result, when it comes to academic warning or dismissal.

Article (26): Honorary Board

1. Each semester, the President issues the names of students listed in the honorary board of the University. This includes names of students who have obtained semester averages of 92% and above, and the University honours them in a way that it deems appropriate.
2. The Dean places the names of the students who have obtained semester averages of 85% and above on the honorary board of the College, and notes this in their academic transcript, provided their load of study is no less than 12 credit hours.
3. The bylaw of the Honorary Board of the Excellent Students in Applied Science University is applied to students listed in the above Clauses 1 and 2.

Article (27): Academic Warning and Dismissal

1. The student is given an academic warning if his GPA is lower than the minimum required level for graduation in the academic programme at the end of any semester, except for his/her first semester at the University, the semester when the student changes his specialization (if it occurs) and also the summer semester; the Deanship of Admissions and Registration notifies the student via the method it deems appropriate.
2. The Student who receives an academic warning should resolve the issues that have caused him/her to be put under probation within a maximum period of three regular semesters after the semester because of which he/she was put under probation.
3. If the student receives an academic warning then was capable to increase his/her GPA to the required minimum, the effects of that warning are cancelled; and if his/her GPA decreases again at a later stage, he/she shall receive a new academic warning different from the previous warning (s).
4. The student who is subject to an academic warning is not allowed to register for more than four courses (12) credit hours in the semester, except with a recommendation from the Academic Advisor and the Head of Department.
5. The student who is given an academic warning is not allowed to participate in any extra-curricular activities held at the University.
6. The summer semester is not taken into consideration for the purposes of academic warning and dismissal, but the academic warning is cancelled if the student's GPA has increased to the minimum required level for graduation in the academic programme according to the result of the summer semester.
7. If the student cannot resolve the issues that have caused him/her to be put under probation, by virtue of Clause (2) of this article, he/she will be dismissed from the academic programme, and maintains the right to move to another academic programme.
8. Any student who has successfully completed 75% of the credit hours required for the academic programme will not be dismissed. The student obtaining a GPA between 59.5% and 59.9% by the end of the third semester of the academic warning will also be excluded from dismissal and, in both cases, the student remains under probation until he/she manages to raise his/her GPA to the minimum required for graduation and is only dismissed if he/she exceeds the maximum permitted study duration in the university.
9. A student who is dismissed from his/her initial academic programme and then denied registration at a new academic programme will be dismissed from the University.
10. The student is not allowed to move to an academic programme from which he/she was dismissed in the past.
11. In spite of the above, every student who exceeds the maximum permitted study duration in the university will be dismissed.

Article (28): Re-taking the Course

1. Student must re-take any of the compulsory courses that he has failed. If a student fails an elective course, he is allowed to study

another course according to the study plan. The student is also allowed to re-take any course in which they have obtained a mark below 65%, in order to raise his GPA. In all of the cases indicated, the higher mark will be calculated for the student and the lower mark will be ignored.

2. In cases where the student re-takes a course due to an earlier failure or for any other reason, the credit hours of this course will be calculated only once within the number of hours required for graduation.
3. If the student completes more courses than the required elective courses in their study plan, the courses with the highest grades will be included in the calculation of their accumulative average, taking into account Paragraphs (1) and (2) of this article.

Article (29): Postponement of Study, Drop-out and Withdrawal from the University

1. The student is entitled to submit a postponement request prior to the commencement of the semester and provide reasons to convince the concerned body, according to the following criteria:
 - A. College Dean: if the postponement required is for a period of one semester and does not exceed four semesters, whether continuous or not.
 - B. College Council: if the postponement required is for a period exceeding four semesters, and for no more than six semesters, whether continuous or not.
2. A newly admitted or transferred student is not allowed to postpone a semester unless he has already completed one semester at the University (the credit hours of the foundation courses are excluded).

3. The period of the postponement is included in the maximum study duration specified for obtaining the Bachelor Degree.

Article (30): Attendance / Re-registration / Absence and Withdrawal from Courses

1. If the full-time student is not registered at the University for one or more semesters, and does not obtain a written consent from the College Dean for the postponement of his study for this period, his admissions will be cancelled.
2. The University Council may re-register the enrolled student if he presents a reasonable excuse that is approved by the Council. After approval, the student may retain their entire previous academic transcript, provided that the postponement period is not more than four academic years and that they will be able to meet the graduation requirements within the permitted period.
3. The University Council, based on the recommendations of the College Council and the Deanship of Admissions and Registration, will determine the study plan for the re-registered student.
4. The student, whose total excused absences exceed (25%) of the credit hours for semester courses, is considered withdrawn from the semester and the note 'Withdrawn W' will appear on their transcript. This semester will be considered postponed.
5. The student may submit a request to the College Dean to withdraw from all courses registered in a specific semester. If approval from the Dean is obtained, that semester will be considered postponed, and the student should submit such a request at least four weeks prior to the date of the final exams.

Article (31): Transfer from one Academic Programme to Another

1. The student may transfer from one programme to another in the University, if there is a suitable vacancy, provided that his secondary school GPA qualifies him to study in such a programme.
2. When the student is transferred to another programme, he may be exempted from any courses of his choice that he completed in the previous programme if they are included in the study plan of the new programme. The marks of such courses are included in the student's semester and GPA average.
3. Each 15-credit-hour course selected, as per the previous clause, is calculated as one semester.
4. Transfer requests will be submitted to the Dean of Admissions and Registration using the prescribed forms.
5. The transferred student receives the same treatment as the new student, for the purposes of postponement, warnings, and dismissal from the programme.

Article (32): Visiting Students

1. The visiting student is enrolled in his original university, but is a temporary student at the Applied Science University and is allowed to study specific courses in a certain semester. After the end of this semester, the University is not obligated to admit or transfer this student to any academic programme.

The conditions for dealing with the visiting student are as follows:

- A. The student should be a full-time enrolled student in a university
 - B. The visiting student should be studying at a recognised university as per the laws and bylaws of the Higher Education Council in Bahrain.
 - C. The student should be nominated by his original university to study specific courses, and at the end of the semester, his results will be sent to the responsible body in his original university.
 - D. A vacancy must be available in the courses that the visiting student is applying for.
 - E. Visiting students are registered after the period of registration and add/drop, and only in those courses that have available seats.
2. Students desiring to study as visiting students in another university, recognised by the Equivalence committee at the Ministry of Education of the Kingdom of Bahrain, should obtain prior consent from the Deanship of Admissions and Registration in the University with the subjects to be studied based on recommendations from the relevant academic department. This consent requires a submission of study request in the other university supported by the following documents:
 - A. Description of the contents of the course to be studied as approved by the relevant body in the external university, to be submitted to the academic department concerned as per the controls declared by the University Council.
 - B. A letter obtained from the Dean of Admissions and Registration in the

University addressed to the relevant body in the host University.

- C. The courses studied by the university student appear as "Pass" if the student has obtained a mark of no less than 70%.

Article (33)

If the student has already obtained a Bachelor Degree from the university and college that they are applying to, in another programme, the university may exempt the student from all requirements of the university and college. The student will only be required to complete the new programme requirements. If the new programme is in another college within the same university, the student may be exempted from the university requirements.

Article (34): Transfer from Other Universities

Students may transfer to the University if there are vacancies available, provided that transfer requests are submitted to the Deanship of Admissions and Registration on the dates announced in each semester, and according to the following conditions:

1. Meeting the requirements of the admissions and registration of the University. In addition, the student must have an acceptable secondary school average or its equivalent for the programme to which he is transferred.
2. The student must be transferring from an accredited university, college, or higher education institute that is approved by the Equivalence Committee at the Ministry of Education in the Kingdom of Bahrain. The courses completed by the transfer student will be included in their study plan, provided

that the credit hours accumulated from their previous university are no less than the credit hours of their new course in the Applied Science University.

3. They are a full-time student, and evidence of this is provided.
4. The student is not dismissed for disciplinary purposes from their previous university directly before submitting the transfer request.
5. Every 15 credit hours completed by the transfer student is equal to one semester, provided that the course marks are not calculated in the semester and GPA averages.

Article (35): Re-enrolling in the University

1. If a student that has withdrawn from the University desires to re-enrol, a new application should be submitted. In cases where they are applying for the same programme, their academic transcript should be fully kept, provided they complete the graduation requirements as per the study plan applicable upon their return to the University. The previous study period will be calculated within the maximum graduation period. If they are admitted to another department, the provisions of the clause regarding transferring from one programme to another will apply, provided the duration of study in addition to the withdrawal period does not exceed the maximum permitted graduation period.
2. The student academic transcript will not be considered if the student postpones his study for four or more years.
3. In all cases, the student should study at least

1/3 credit hours with the Applied Science University.

Article (36): Requirements to Obtain a Bachelor Degree

The Bachelor Degree is granted to students by the University Council after completion of the following:

1. Successfully passing all courses required for graduation in the study plan
2. Obtaining a GPA of no less than 60%
3. Spending the minimum duration required for graduation and not exceeding the maximum duration, as indicated in Article (9) of this bylaw

Article (37): Course Equivalence

The conditions for transferring courses in cases where a student has transferred from a Higher Education Institution to the Applied Science University:

1. The number of credit hours transferred should not exceed 66% (2/3rds) of the Bachelor Degree requirements, where the minimum study duration for a transferred student is two academic semesters and a minimum of 30 credit hours. Courses with a grade less than C are not transferred.
2. The number of credit hours required in order to be transferred cannot be less than the number of the credit hours of the equivalent course.
3. The course is equivalent to only one course.
4. An official and approved academic transcript is required to verify the student's successful completion of the course.

Article (38): Issuing the Graduation Certificate

The graduation certificates are awarded upon the completion of the requirements at the end of each semester.

Article (39)

1. In cases where the student's graduation is dependent on one or two compulsory courses that are not listed in the semester schedule, or whose timing clashes with another compulsory course, or where the student has failed in the same course twice, the Dean of the College, in consultation with the Head of Department, may allow the student to enrol in an alternative course(s) that is (are) equivalent to the original one(s). The Deanship of Admissions and Registration should be notified accordingly.
2. If the student's graduation depends on one or two elective courses, and the student could not register them for a reason beyond his control, the Dean is entitled to approve the replacement of these courses with other appropriate courses of matching levels from the same or other college upon a recommendation from the concerned Head of Department. The Deanship of Admissions and Registration should be notified.
3. In all cases, whether the matter is related to compulsory and/or elective subjects, the number of alternative courses should be no more than two courses.
4. If the student did not register for a compulsory or elective course because it was not offered or because it clashed with another course, they are allowed to

register for an equivalent course upon the recommendation of the Head of Department and the approval of the Dean.

University announcements, or anything published on the University noticeboard regarding these instructions.

Article (40)

1. The Head of Department and the Academic Advisor are responsible for following up the academic status of the students in coordination with the Deanship of Admissions and Registration, and to examine their fulfilment of the graduation requirements.
2. Any student who is expected to graduate at the end of any semester must fill out a graduation form with their department a semester before their graduating semester. This happens in coordination with the Deanship of Admissions and Registration in order to avoid any unexpected mistakes.

Article (41)

The student must obtain a No Liability certificate from the University in order to complete their graduation procedures.

Article (42)

The student does not have the right to claim that they were not aware of these bylaws,

Article (43)

The Bachelor Degree bears the due date.

Article (44)

1. The student must pay the tuition fees and any required deposit at the time of their registration in each semester. The student registration will not be completed unless they pay all the required fees. The University has the right to amend the amount of fees and deposits required as it deems appropriate, after obtaining the approval of the responsible bodies.
2. Newly-admitted students who have applied to the University immediately after their graduation from secondary schools are entitled to a discount in their first semester. This discount relates to tuition fees only. Other fees such as books fees are excluded:
 - A. 30% for students who have obtained a GPA 95% and above.
 - B. 15% for students who have obtained a GPA 90-94.99%.
3. Tuition fees paid by students are as follows

A. Tuition fees per credit hour for students in bachelor’s degree programmes in each of the following colleges:

I. College of Administrative Sciences

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Bachelor Degree in Accounting	135	92.700 BHD
2	Bachelor Degree in Business Administration	135	92.700 BHD
3	Bachelor Degree in Accounting and Finance Sciences	135	92.700 BHD

N°	Programmes	Credit Hours	Fees per Credit Hour
4	Bachelor Degree in Management Information Systems	135	92.700 BHD
5	Bachelor Degree in Political Science	135	92.700 BHD

2. College of Law

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Bachelor Degree in Law	135	92.700 BHD

A.3. College of Arts and Science

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Bachelor Degree in Computer Science	135	92.700 BHD
2	Bachelor Degree in Graphic Design	135	92.700 BHD
3	Bachelor Degree in Interior Design	132	92.700 BHD

4. Hosted Programmes

N°	Programmes	Credit Hours	Fees per Credit Hour
Hosted Programmes from Cardiff Metropolitan University			
N° Programmes Credit Hours Fees per Credit Hour			
1	B.A. (Hons) Management and Business Studies	135	160 BHD
2	B.A. (Hons) Accounting and Finance	135	160 BHD
Hosted Programmes from London South Bank University			
N° Programmes Credit Hours Fees per Credit Hour			
1	B.Eng. (Hons) Civil and Construction Engineering	150	180 BHD
2	B.Eng. (Hons) Architectural Design Engineering	150	180 BHD

B. Other non-refundable fees:

- 1) 10 BHD Application fee (paid once)
- 2) 100 BHD Registration fee (paid once; 110 BHD for Hosted Programmes)
- 3) 100 BHD labs fees for the first and the second semester for Computer Science, Interior Design and Graphic Design students.
- 4) 50 BHD labs fees for the summer semester for Computer Science, Interior Design and Graphic Design students.
- 5) 5 BHD for English language placement test.

- 6) 5 BHD for an official academic transcript.
 - 7) 5 BHD for issuing a graduation certificate.
 - 8) 5 BHD for a duplicate official academic transcript.
 - 9) 5 BHD for issuance student bona fide official student certificate.
 - 10) 10 BHD for course equivalence procedure.
 - 11) 10 BHD for appealing a final grade per course.
 - 12) 30 BHD for submission of an incomplete exam (a valid excuse should be submitted in accordance with the procedures established in the University Bylaws).
 - 13) 5 BHD to issue a new ID card or a replacement.
 - 14) 10 BHD for each extra copy of the graduation transcripts and certificate.
 - 15) In cases where a student loses or damages a book borrowed from the University Library, the fee applied is twice the price of the borrowed book
 - 16) 150 BHD graduation fees + graduation certificate Arabic – English + yearly book.
 - 17) 25 BHD graduation robe fees.
4. The newly-admitted student pays 650 BHD non-refundable for seat reservation and it consists of the following fees:
- a) 10 BHD one-time fee to submit the application as mentioned in item (1) of paragraph (b) of Article (45) of this Bylaw.
 - b) 100 BHD one-time registration fee as mentioned in item (2) of paragraph (b) of Article (45) of this Bylaw.
 - c) 5 BHD fee to issue a new university ID card and mentioned in item (13) of paragraph (b) of Article (45) of this Bylaw.
 - d) 535 BHD part of the tuition fees of the admissions semester.
5. Financial instructions relating to the withdrawal of a student:
 - a) Enrolled students have the right to withdraw totally or partially during the late registration period and the add/drop period (announced each semester by the Deanship of Admissions and Registration) and without any financial charges.
 - b) Enrolled students have the right to withdraw totally or partially before the end of the second week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 25% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
 - c) Enrolled students have the right to withdraw totally or partially before the end of the third week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 50% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
 - d) Enrolled students have the right to withdraw totally or partially before the end of the fourth week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 75% of the fees of the withdrawn courses,

provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.

- e) In case the student withdraws partially or totally after the end of the fourth week, he shall pay the entire amount of registered credit hours fees.
- f) The student has the right to withdraw totally or partially without financial charges from courses that require prerequisites and were registered in the course registration form submitted by the student to the Deanship of Admissions and Registration.
- g) The student has the right to withdraw totally or partially from courses that have been equalized later on without financial charges.
- h) In case the student wishes to transfer to another programme after the regular add/drop period, he/she shall bear all the financial charges mentioned above.
- i) The student has the right to withdraw totally or partially from courses that have been registered beyond the limit allowed by the university and the Bahraini Higher Education Council without financial charges.
- j) If the university cancels or withdraws any courses registered by the student at any time, the amount of the paid fees will be credited to his account.
- k) The aforementioned regulations related to students' withdrawal do not apply to new students during admissions semester; they are governed by total withdrawal instructions issued by the University during the registration of an academic semester.

Article (45): Hours of Student Activities and Community Engagement

I. Regulations for granting a credit hour to the extracurricular activities and community engagement of students:

- A. The credit hour for student activities is an hour granted with a grade of 100% for participation in student activities through, for example, scientific student societies, students clubs, and student council committees, which are not considered to be an academic requirement.
- B. The student granted this credit hour should be an effective member of a scientific society, student club, or any authority that cares for student activities, voluntary activities and community engagement, in coordination with the Deanship of Student Affairs.
- C. The credit hour is not granted for student activities and community engagement for:
 - Students in the orientation programme.
 - Students receiving disciplinary action in the same semester.
- D. The credit hour for student activities and community engagement counts towards the GPA along with the results of the academic courses at end of each semester through which the activities are practised.
- E. The student is granted a maximum of one credit hour during their time of study in the University.

2. The criteria for granting the credit hour to student activities:

- A. The eligible student is granted one credit hour if the hours of participation are not less than 30 hours in one semester, as

indicated in the forms of activity prepared for this purpose by the Deanship of Student Affairs.

- B. The activity should be indicated in the University form, the Deanship of Student Affairs, Colleges, Student Council, Clubs, or Societies, etc.
- C. The students should perform well in the activity they are doing as approved by the organised authority and the declaration of the Deanship of Student Affairs.

3. Mechanisms for granting the credit hour for student activities and community engagement:

- A. The responsible body for the activity fills out a form allocated for the activities that is prepared by the Deanship of Student Affairs so that each student has a file that includes their activities that is kept in the Student Services Office.
- B. The Student Services Office records all student performed activities in one form by end of the semester, in coordination with the body responsible for that activity.
- C. The responsible body of the activity approves the student activity form and refers it to the Deanship of Student Affairs.
- D. The Deanship of Student Affairs approves the student activity form, then it is referred to the Deanship of Admissions and Registration before the end of the semester, for auditing and granting of one hour for activity, as per the system. The Deanship of Admissions and Registration is entitled to return the forms to the Deanship of Student Affairs to be reviewed once more in case of any errors.

- E. Student activity and community engagement are not granted retroactively for activity in previous semesters.

Article (46): Amendment to Provisions of the Bylaw

The University Council is entitled to amend the provisions of the articles of this bylaw according to recent updates and public interest, and per resolutions that do not reflect the bylaws and resolutions of the Higher Education Council in Bahrain.

Article (47): Instructions not Indicated in this Bylaw

The University Council settles the cases not provided for in the instructions and in disputes that may arise due to the application of such instructions, so as not to conflict with the bylaws and resolutions of the Higher Education Council. In emergency cases that cannot be delayed, the President of the University replaces the University Council for the settlement thereof.

Article (48): Implementation of the Provisions of this Bylaw

The President, Vice Presidents, Academic and Non-Academic Deans are responsible for the implementation the provisions of this bylaw.



Master Programmes College of

Administrative Sciences

Department of Business Administration

Master in Human Resources Management

Requirements/Courses	Number of Credit Hours
University Compulsory	-
University Elective	-
College Compulsory	-
Major Compulsory (Including 6 credit Hours Thesis)	30
Major Elective	6
Total Number of Credit Hours	36

Programme Compulsory Courses

Course Code	Course Title	Prerequisite	Credit Hour
BA601	Scientific Research and Statistical Analysis	-	3
HR631	Labor Laws and Legislations in Bahrain	-	3
HR633	Human Resource Planning and Staffing	-	3
HR635	Employment Relations and Practices	-	3
HR637	International Human Resource Management	-	3
HR638	Motivations and Compensations Management	-	3
HR639	Human Resource Training and Development	-	3
HR644	Strategic Human Resource Management	18 - Credit Hours	3
HR699	Thesis	18 - Credit Hours	6

Programme Elective Courses

(2 Courses/ 6 Credit Hours to be chosen)

Course Code	Course Title	Prerequisite	Credit Hour
BA654	Leadership and Organizational Behavior	-	3
HR640	Civil Service Management	-	3
HR641	Performance Management	-	3
HR642	Career Planning	-	3
HR643	Negotiation Management	-	3
BA661	Entrepreneurship	-	3
HR691	Special Topics in Human Resource Management	-	3

Course Descriptions

Programme Compulsory Courses

BA 601 - Scientific Research and Statistical Analysis

Business research is crucial in building graduate capabilities in conducting sound and reliable research. This course addresses selective topics such as research philosophies, problem definition identification, how to build research objectives, hypotheses in a sound research proposal. Additionally, the course covers data collection tools i.e. how to design a questionnaire, how to conduct an interview and observation. Finally, analytical techniques are addressed appropriately i.e. univariate, bivariate, and multivariate analysis via statistical packages using SPSS.

(Prerequisite: None)

HR 631 - Labor Laws and Legislations in Bahrain

This course is designed to introduce students to a comprehensive knowledge of the Kingdom of Bahrain Labor law. It focuses on the legislations aimed to protect labor within Bahrain community. In this context the course will cover two main areas: first, Bahrain labor law which give insights to the application of law for women and teenagers employment and organizing expatriates workers, work load, vacations, work contract for individuals and groups, employer and employee commitment, indemnity and penalties in case of violation of labor law. Secondly, the course covers Bahrain social insurance law in terms of compensations, labor accidents, and other related issues.

(Prerequisite: None)

HR 633 - Human Resource Planning and Staffing

This course is designed to introduce students to concepts of human resource planning, and provides them with an understanding of the wide range of staffing activities within organizations. This course develops students' abilities to analyze and integrate the complex social, cultural and organizational factors influencing human resource planning and staffing. The course will examine the process of human resource planning, and its relation to strategic planning. Additionally, the course focuses on job design, recruitment, selection of employees, orientation, placement and ethical issues such as discrimination and equal opportunities.

(Prerequisite: None)

HR 635 - Employment Relations and Practices

The course introduces students to the main topics of Employment Relations (ER) in organizations. It is designed to present the issues and concerns of the major actors in the employment relation: the employer, the employee, the government and unions. The course will examine topics such as organizational environment, culture and stakeholders and their role in ER, the legal side of ER, employee, group and industrial relations, aligning individuals and organizations through motivation, rewards, and team building.

(Prerequisite: None)

HR 637 - International Human Resources Management

The course is designed to expose master students to a comprehensive examination to the set of challenges confronting Human Resource Management in a global context in terms of attraction, recruitment, retention and exit. The course focuses on the variations in human resource management systems across countries and nations such as unfamiliarity of the social context the organization will be brought in, difference between employee's cultural background and movement of employees to social environment that they are unfamiliar with. The following topics will be covered in this course in the context of international human resources management: international organization strategy and structure, international human resource management and culture, international employment law, international workforce planning and staffing, international compensation and benefit and comparative international human resource management.

(Prerequisite: None)

HR 638 – Motivations and Compensations Management

The course is designed to promote understanding of concepts related to compensating and rewarding human resources within organizations. It also focuses on enhancing students' practical skills in designing and analyzing rewards systems, policies, and strategies. The course will examine topics related to compensation management, different components of compensation packages, job analysis and its relation to compensations and

rewards, designing wages structure, employee benefits and formulating and implementation of compensation strategies.

(Prerequisite: None)

HR 639 - Human Resource Training and Development

This course is designed to offer students the knowledge as well as the practical skills to assess, design and implement training and development programmes within organizations. The course begins with a conceptual framework of training and development function within business organizations. The course progresses towards exploring a variety of topics as identifying training needs, organizational learning, planning and designing training programmes, the use of technology in training and the process of organizational development. Additionally, the course focuses on analyzing the relationship between training and development and employee performance, career planning and total quality management.

(Prerequisite: None)

HR 644 - Strategic Human Resources Management

The course is designed to provide an examination of human resources management from a strategic perspective. This course focuses on implementing long term programmes including strategic, operational, and tactical planning of human resources. The course focuses on the formulation and implementation of human resource strategy to enable business organizations to gain and sustain competitive advantage. The topics covered focused on trends affecting strategic

HRM, human resources as a source of competitive advantage, the changing role of human resources management, strategic HR planning and linking strategy to human capital needs.

(Prerequisite: None)

HR 699 - Thesis

A research supervised work based on an approved topic in human resources management field. This course is considered a capstone in the MHRM programme. It provides an opportunity to the students to conduct an independent learning and research work based on structured methodology. The thesis focuses on senior level skills to be addressed in terms of progressive intellectual discourse including research problem identification, research methodology, literature review, data analysis, research conclusion and recommendations. The final production of manuscript is subject to public defense and evaluated based on written and oral presentations.

(Prerequisite: 18 Credit Hours)

Programme Elective Courses

BA 654 - Leadership and Organizational Behavior

This course is designed to expose HRM Master students to theoretical and practical perspectives of leadership and organizational behavior. The course is intended to provide students with critical thinking in a variety of leadership styles and human behavioral patterns. This encompasses micro level (interpersonal and small group) and macro level (inter-organizational) interactions. This Master level course examines the advanced

topics, models, and contemporary research on leadership and organizational behavior such as: leaders and innovation, group and team dynamics, organization culture and organizational diversity.

(Prerequisite: None)

BA 661 - Entrepreneurship

The course provides the students with a comprehensive examination of the key features of entrepreneurship. This course guides master students to better apply, synthesize and evaluate the entrepreneurship process. Topics include exploration and screening new business opportunities, assessing entrepreneurial team competencies and capabilities, product/service launch, funding possibilities and appropriate exit strategies. The course provides a combination of theoretical and hands-on learning through case studies from real business situations around the globe generally and the Middle East and North Africa Countries (MENA) particularly.

(Prerequisite: None)

HR 640 - Civil Service Management

This course is designed to provide students with the knowledge and skills needed to manage and lead civil services organizations. Formulating strategies and policies, diagnosing and solving problems, building teams, changing organizational culture, restructuring operations and services and controlling and evaluating civil services organizations, are all topics that are reviewed and analyzed throughout the course. Most of the reviewed topics will be directly applied to the Civil services organizations in the Kingdom of Bahrain.

(Prerequisite: None)

HR 641 - Performance Management

This course offers a contemporary view of Performance Management (PM); it focuses on both conceptual understanding and practical application of how to manage the performance of people within organizations. The course familiarizes students with topics as, the importance and objectives of PM, the relation between job analysis and PM, strategic planning as a preliminary step for designing an effective PM process, different steps of PM process. Additionally, the course views the performance appraisal process, its different methods, problems and offer solutions to performance problems. Finally, the course views the link between PM process and reward system within the organization.

(Prerequisite: None)

HR 642 - Career Planning

The course is designed to provide master students with a comprehensive learning of the issues related to build and develop their career path in business organizations. Through a process of self-exploration, the student will discover his/her interests, competencies, potential capabilities, and past experiences to build on his/her professional future career. The course topics focus on career decision making, informational interviewing and job shadowing, job search strategies, researching companies, resume writing, interviewing, and making plans.

(Prerequisite: None)

HR 643 - Negotiation Management

This course introduces students to fundamental concepts relevant to effective negotiation in different business and professional settings. Emphasis is placed on understanding and improving communication, conflict and negotiation management skills. The course starts with a conceptual framework of negotiation: concepts, processes, strategies, and ethical issues related to negotiation within organizations. The course progresses towards exploring a variety of topics and theories related to conflict and negotiation, managing conflict effectively, different types of negotiation techniques and skills designed to help maintain healthy business relationships.

(Prerequisite: None)

HR 691 - Special Topics in Human Resource Management

This course is designed to explore contemporary topics in human resources management. The course will help students in understanding and analyzing the role that human resource management plays in implementing a number of contemporary concepts successfully within an organization. The course will focus on topics such as achieving competitive advantage, total quality management, empowerment, and intellectual capital. Other topics such as career planning, learning organizations and the effect of globalization on human resources strategy will be viewed and analyzed.

(Prerequisite: None)

Master in Business Administration

Requirements/Courses	Number of Credit Hours
University Compulsory	-
University Elective	-
College Compulsory	-
Major Compulsory (Including 6 credit Hours Thesis)	30
Major Elective	6
Total Number of Credit Hours	36

Programme Compulsory Courses

Course Code	Course Title	Credit Hour	Prerequisite
BA601	Scientific Research and Statistical Analysis	3	-
ACF611	Advanced Managerial Accounting	3	-
BA611	Advanced Marketing Management	3	-
MIS611	Management Information Systems	3	-
BA621	Corporate Finance	3	-
BA631	Human Resources Management	3	-
BA641	Operations Management & Decisions	3	-
BA664	Strategic Management	3	18 - Credit Hours
BA699	Thesis	6	18 - Credit Hours

Programme Elective Courses

(2 Courses/ 6 Credit Hours to be chosen)

Course Code	Course Title	Credit Hour	Prerequisite
BA645	Total Quality Management	3	-
BA646	Managerial Economics	3	-
BA652	Organizational Design and Behavior	3	-
BA653	Business Ethics	3	-
BA655	Organizational Change	3	-
BA662	International Business	3	-
BA663	Innovation and Entrepreneurship	3	-
BA691	Special Topics in Management (E)	3	-

Course Descriptions

Programme Compulsory Courses

ACF 611 - Advanced Managerial Accounting

This course is an advanced introduction to a number of topics that distinguish between accounting information provided to interior parties (administration) and information provided to external parties for the purposes of decision-making.

The course tackles the analyses of the break-even point, preparing flexible and operational budgets, as well as the processes of decision-making in the Economic Unit. Also, the course covers advanced topics in the field of managerial accounting as capital budget, conversion rates, the analysis of deviations, performance measurement, normative costs and costs on the basis of activities.

(Prerequisite: None)

BA 601 – Scientific Research and Statistical Analysis

Business research is crucial in building the graduate capabilities in conducting sound and reliable research. This course addresses selective topics such as research philosophies, problem definition identification, how to build research objectives, hypotheses in a sound research's proposal. Additionally, the course covers data collection tools i.e. how to design a questionnaire, how to conduct an interview and observation. Finally, analytical techniques are addressed appropriately i.e. univariate, bivariate, and multivariate analysis via statistical packages using SPSS.

(Prerequisite: None)

BA 611 – Advanced Marketing Management

This course provides an in depth examination of the marketing environment, key drivers and forces that are changing the marketing landscape. The course explores and analyzes how marketing activities impact on organizational operations in a competitive and complex setting. The course is concerned with the provision of marketing frameworks and in depth analysis of variety of concepts, theories, and models that are used to identify, analyze, and solve marketing problems. This course will emphasize strategic issues such as: How does a firm select the industry it should be in? What will be the firm marketing competitive advantage and how it will be sustained? How firm will diversify its products/ services? And how marketing resources will be allocated? What marketing threats do firms face and what opportunities firms enjoy? What will be firm's marketing strategic alternatives?

(Prerequisite: None)

BA 621 – Corporate Finance

The primary purpose is to provide a framework concepts, and tools for analyzing financial decisions based on basic principles of contemporary financial theory. Topics covered include cash flow techniques; corporate capital budgeting and valuation; investment decisions under uncertainty; capital asset pricing; options; and market efficiency. The course also examines corporate financial policy, together with capital structure, cost of capital, dividend policy, and related issues. Additional topics will differ, according to individual instructors

(Prerequisite: None)

BA 63 I – Human Resource Management

This MBA course provides an in depth examination of human capital as a competitive value proposition critical to business and organizational success. In this course we will look at the development and implementation of human resource practices that align HR activities with the strategic objectives of the firm. Additionally, students will be acquainted with the critical role human resource management plays as a key component of the competitiveness and sustainability of any business organization. By focusing on both strategic and operational aspect of work force management, students will acquire critical knowledge of the complexity of managing people, organizational staffing, employees training and development, employees' appraisal and compensation.

(Prerequisite: None)

BA 64 I – Operations Management and Decisions

This MBA Operations Management course encompasses the methods and practices used to systematically plan, design and execute the processes necessary to deliver services or produce goods. This course focuses on a range of procedures and ancillary systems necessary to manufacture materials or deliver services. Topics covered operations management from manufacturing and service delivery perspectives.

(Prerequisite: None)

BA 664 – Strategic Management

This MBA strategic management is a capstone course. It focuses on the strategic thinking, strategic analysis, decisions and actions in order to sustain corporate competitive advantage. Additionally,

topics cover strategic leadership, competitive analysis, formulation and implementation of effective strategies in the multi-business firm.

(Prerequisite: None)

MIS 61 I - Management Information Systems

This course is designed to provide post graduate students with in-depth, hands-on understanding of the fundamentals of information systems. It presents problems faced by organizations in the business environment and how solutions can be found through the use of computer based systems. It focuses on information systems concepts and technologies, information systems evolution, the most effective ways to use information systems, and how to utilize appropriate ICT applications. Topics include: information systems types, resources, computers and applications, the competitive advantage of using ICT, integrating collaborating environments, database technology. It also emphasizes on: information technology, software and hardware components, e-commerce and e-business, Enterprise Resource Planning (ERP), Decision Support Systems (DSS), Expert Systems (ES), Artificial Intelligence (AI) and the ethical and societal issues involved in ICT.

(Prerequisite: None)

BA 699 – Thesis

A research supervised work based on an approved topic in business administration field. This course is considered a capstone in the MBA programme. It provides an opportunity to the students to conduct an independent learning and research work based on structured methodology. It focuses on senior level skills to be addressed in terms of progressive intellectual discourse

including research problem identification, research methodology, literature review, data analysis, research conclusion and recommendations. The final production of manuscript is subject to public defense and evaluated based on written and oral presentation.

(Prerequisite: 18 Credit Hours)

Programme Elective Courses

BA 645 – Total Quality Management

This course is designed to provide an in depth knowledge of Total Quality Management TQM aspects in terms of techniques and tools utilized to improve the quality of products and services. It focuses on the philosophies and methodologies of TQM used by firms to add value to their products/ services and therefore achieve competitive distinction. Topics include quality management, employee involvement and team building for quality and quality circles. Additionally, the course covers Statistical Process Control (SPC) and Six Sigma that have long been recognized as an effective tool to diagnose, reduce, and eliminate potential causes of variation, and can assist in continuous improvement in terms of production planning, control, and decision-making.

(Prerequisite: None)

BA 646 - Managerial Economics

Managerial Economics is an applied branch of economics. Managerial Economics welds together microeconomic theory and the insights of management science in a decision-making format. Topics include costs, demand, pricing, market structure, market equilibrium, and strategic interaction. The course focuses on: (i) profit maximization by firms; and (ii) market equilibrium in different competitive settings. The course should enhance understanding of how markets operate and develop capability

in making economic predictions. It should also serve as a foundation for further MBA studies in management, accounting, finance, and marketing.

BA 652 – Organizational Design and Behavior

The course is designed to provide students with theoretical and practical overviews covering the behavior of individual and groups in organizations. This course examines how managers and their teams design and redesign their organizations. Additionally, it improves student skills such as critical thinking, creative thinking in identifying the influence of culture on shaping organizational values, attitudes and behaviors. The topics covered are organizational and natural culture, individual differences, developing and leading teams, managing conflict, negotiation and managing change and stress.

(Prerequisite: None)

BA 653 – Business Ethics

This MBA course is designed to provide a comprehensive presentation of theories underlying the issues and problems related to business ethics. It gives insights to sources of ethics in business organization, ethical philosophies, ethical framework of decision making in business, ethical dilemmas, code of ethics, business ethics and its relation to culture, social responsibility, globalization and business ethics, and how to create an ethical organization. Additionally, the course addresses how ethics can be applied in day-to-day business: good governance, corporate ethics, investors rights, privileges, problems and protection, handmaid of ethics, corporate social responsibility, the ethics of consumer protection, environmental ethics, role of various agencies in ensuring ethics in corporations.

(Prerequisite: None)

BA 655 – Organizational Change

This MBA Organizational Change course is designed to provide an in depth examination of organizational change theories, concepts of change and their relation to the organizational development process, organization reengineering and empowerment. Additionally, the course addresses organizational change process and its relation to strategic management for change, causes, types, and implementation. It also addresses the techniques for overcoming the resistance to change, its sources, and the contexts of planning of the change process and related factors.

(Prerequisite: None)

BA 662 – International Business

This course provides an in depth knowledge of international business in today's competitive global environment. The course focuses on the international business arena and its complexity based on the interplay of firms, nations and international institutions. This involves exposure of students to macro-perspectives issues where cultural, legal, political, financial and economic environments affecting international business are covered. On the other hand, micro-perspectives issues are enabling the student to identify, analyze, and execute strategies of firms that operate in the international business environment. Students of this course will develop a sound understanding of the phenomenon of globalization in relation to international business.

BA 663 – Innovation and Entrepreneurship

The course is designed to provide a comprehensive examination of how new business development is related to the entrepreneurial process in terms of innovation. The course includes analysis and practical problem solving related to both the entrepreneurial and the innovation sides. The course focuses on the models of management, decision making, design and the new venture innovative capacity. The topics covered are successful new venture development and technology, ideas and wealth creation, continuous innovation, radical innovation, open innovation, knowledge management, and business model innovation.

(Prerequisite: None)

BA 691 – Special Topics in Management

This master course is designed to provide an in depth analysis and critical thinking of contemporary business problems and challenges. The course focuses on topics such as globalization, societal marketing, entrepreneurship, international human resource management, innovative service management, etc.

(Prerequisite: None)



Department of

Accounting and Finance

Master in Accounting and Finance

Requirements/Courses	Number of Credit Hours
University Compulsory	-
University Elective	-
College Compulsory	-
Major Compulsory (Including 6 credit Hours Thesis)	30
Major Elective	6
Total Number of Credit Hours	36

Programme Compulsory Courses

Course Code	Course Title	Prerequisite	Credit Hour
ACF601	Financial Accounting and International Financial Reporting	-	3
ACF611	Advanced Managerial Accounting	-	3
ACF621	Advanced Auditing	ACF601	3
ACF641	Advanced Financial Management	-	3
ACF642	Portfolio Investments	ACF641	3
ACF651	Financial and Credit Markets	-	3
ACF661	Scientific Research Methodology in Accounting and Finance	-	3
ECO601	Managerial Economics	-	3
ACF669	Thesis	-	6

Programme Elective Courses

(2 Courses/ 6 Credit Hours to be chosen from this group)

Course Code	Course Title	Prerequisite	Credit Hour
ACF602	Accounting Theory	-	3
ACF603	Contemporary Issues in Accounting and Finance	-	3
ACF631	Accounting Information Systems	-	3
ACF643	International Financial Management	ACF641	3
ACF654	Islamic Banking and Finance	-	3
BA664	Strategic Management	-	3

Course Descriptions

ACF 601 – Financial Accounting and International Financial Reporting

This course covers, profoundly, the theoretical and practical frameworks of advanced topics in financial accounting according to the International Financial Reporting Standards (IFRS). It also addresses the objectives, scope and application of IFRS on the preliminary financial statements for the companies that adopt the standards for the first time. The course will also explain share-based payments, business combinations, insurance contracts, non-current assets held for sale and discontinued operations, the exploration for and evaluation of natural resources, financial instruments disclosure, the consolidated financial statements, disclosure of interests in joint ventures, and fair value measurement.

(Prerequisite: None)

ACF 602 – Accounting Theory

This course covers topics that are related to the accounting theory in terms of its historical development, the philosophical framework to demonstrate essential need for an accounting theory, the uses of accounting theory, the most important approaches to the formulation of accounting theory, deepen students' understanding of the conceptual framework of accounting, the schools of thoughts that explained the theory, and developing student's analytical skills in accounting measurement and disclosure.

(Prerequisite: None)

ACF 603 – Contemporary Issues in Accounting and Finance

This course covers the theoretical and practical frameworks for a range of contemporary accounting and financial issues through which the student is equipped with deepen explanation and critical analysis skills to find proper solutions to meet the needs of the various beneficiaries and to continuously respond to the requirements of the developments in the accounting and finance fields. The course highlights sustainability accounting, social responsibility performance measures, the framework for intellectual capital accounting, lean accounting, green accounting, Islamic financial engineering, creative accounting, forensic accounting, non-financial indicators for corporate failure, hedging for encountering financial crisis, as well as discussing the latest research related to these issues.

(Prerequisite: None)

ACF 611 - Advanced Managerial Accounting

This course focuses on deep explanation of a number of topics that contribute to directing management toward making the decisions that enable them to analyze costs, select among alternatives, pricing products and break even analysis, in addition to recognizing critical analysis as a mechanism for using operational and capital budgets and directing them for serving management. This course contributes in equipping students with the advanced skills of a range of managerial accounting topics that can be implemented to serve management in decision making. These include: variance analysis, responsibility accounting, and non-

traditional cost accounting systems, in addition to emerging issues in managerial accounting through student's positive participation in class discussion, reports, practical case studies, PowerPoint presentations, and synthesizing related articles.

(Prerequisite: None)

ACF 621 – Advanced Auditing

This course is designed to provide students with the theoretical and practical frameworks for a range of advanced topics in auditing and assurance services in the light of the international auditing standards. The course will address subsequent events and their impact on the auditors' reports, materiality, enterprise risk assessment, risk-based audit, social responsibility audit, environmental audit, money laundry and financial and administrative corruption audit, group audit, joint audit, special audit, auditing public and not-for profit organizations, financial, management, and operational audits.

(Prerequisite: ACF 601)

ACF 631 – Accounting Information Systems

This course covers a number of advanced topics in accounting information systems, such as collecting and processing data on business transactions, databases, risks facing accounting information systems and their impact on the systems' reliability, strategies for managing these risks, as well as the strategies for developing, analyzing and operating the systems.

(Prerequisite: None)

ACF 641 - Advanced Financial Management

This course covers the advanced topics in financial management, such as the concept of financial management and its development, time value of money, risk and return, agency problem and its impact on the firm's value and shareholders' wealth, evaluating long term financial instruments, capital budgeting and their evaluation, cash flow for investment projects and their risk, financing decisions, capital structure, its elements and cost, dividend policy and its impact on the value of the firm.

(Prerequisite: None)

ACF 642 – Portfolio Investments

This course provides Master students with a comprehensive examination of the key features of investment portfolios. It guides the students to the investment decision process. It focuses on selecting and evaluating the optimal portfolio using a range of models and performance indicators. Topics covered include Capital Asset Pricing Models, selecting an investment portfolio, analyzing and evaluating bonds, stocks, options, and futures. Also, the course includes managing portfolios, measuring the performance of the portfolio manager, Markowitz Model, and practical applications using Meta Trader.

(Prerequisite: ACF641)

ACF 643 – International Financial Management

This course, profoundly, covers the concept of international financial management, it provides a variety of real-life examples focusing on

using financial analysis and solving international financial problems. The course includes the international financial management setting, international monetary system, determining currency exchange rates, the balance of payments, currency markets and derivatives, futures, options, swaps, managing exchange rate risk, conversion risks and operational risks, and financing multinational corporations.

(Prerequisite: ACF 641)

ACF 651 - Financial and Credit Markets

This course is designed to develop general skills for students who seek to enhance their knowledge in the financial markets. The course focuses on the hypothesis of efficient markets, the role of markets as financing sources, hedging instruments, and liquid fund alternatives. This course also explains the general framework of the global financial system and the most important institutions that are involved in. It describes and classifies the financial markets that these institutions and the people operate in, and develops an analytical framework for understanding the prices and returns used in executing financial contracts. The course is evenly divided between the institutional aspects that are related to the organization of the contemporary financial system and the conceptual and analytical methods that are used in understanding the past, present, and future developments in the financial markets. This course provides an integrated analytical framework to understand the effects of economic forces and economic policy on the key variables that determine the success of the business strategies and the risks faced by companies or individuals as a result of changing

interest rates, stock prices, and currency exchange rates.

(Prerequisite: None)

ACF 654 – Islamic Banking and Finance

This course covers topics that are related to the theory and practice of Islamic finance in terms of the definition, characteristics, objectives, and instruments. It also deals with Islamic banks in terms of origination, characteristics, constraints, in addition to sources and uses of funds including similarities and differences with conventional banks with a focus on sukuk (Islamic bonds) as an investment instrument witnessing widespread at regional and international levels. In addition, the course direct students to the usage of financial statements to evaluate the performance of Islamic banks. Finally, the course discusses the risks that face Islamic banks in addition to its role in avoiding financial crises and achieving economic development.

(Prerequisite: None)

ACF 661 – Scientific Research Methodology in Accounting and Finance

This course, profoundly, covers the methodology for conducting a sound scientific research, it addresses the concept of scientific research, its importance and methodologies, the preparation of a research proposal, problem identification, building research objectives, reviewing and synthesizing literature, and how it can be used to identifying and measuring the research variables, developing hypotheses, deciding on the population and selecting the sample, data sources and collection

tools, appropriate statistical tests to analyze data using a statistical package, reading and interpreting the findings, drawing conclusions, presenting recommendations, documentation, and research ethics.

(Prerequisite: None)

ACF 699 - Thesis

A research supervised work based on an approved topic in accounting and finance fields. This course is considered a capstone in the Master in Accounting and Finance programme. It provides an opportunity to the students to conduct an independent learning and research work based on structured methodology. The thesis focuses on senior level skills to be addressed in terms of progressive intellectual discourse including research problem identification, research methodology, literature review, data analysis, research conclusions and recommendations. The final production of manuscript is subject to public defense and evaluated based on written and oral presentations.

(Prerequisite: None)

BA 664 – Strategic Management

This course is a capstone course. It focuses on the strategic thinking, strategic analysis, decisions and actions in order to sustain corporate competitive advantage. Additionally, topics covered include strategic leadership, competitive analysis, formulation and implementation of effective strategies in the multi-business firm.

(Prerequisite: None)

ECO 601 – Managerial Economics

This course covers topics related to the theoretical and practical aspects of economic and management theories and their usage in the decision making process. Topics include costs, demand, pricing, market structure, and strategic interaction. The course focuses on profit maximization by firms, market equilibrium in different competitive settings. The course should enhance understanding of how markets operate and develop capability in making economic predictions.

(Prerequisite: None)



College of Law

Master in Law

Requirements/Courses	Number of Credit Hours
University Compulsory	-
University Elective	-
College Compulsory	-
Major Compulsory	24
Major Elective	12
Total Number of Credit Hours	36

Programme Compulsory Courses (15 Credit Hours/ 5 Courses)

Course Code	Course Title	Prerequisite	Credit Hours
LAW 701	Research Methodology	-	3
LAW 711	Civil Law – In Depth	-	3
LAW 721	Commercial Law - In Depth (E)	-	3
LAW 731	Criminal Law - In Depth	-	3
LAW 741	Administrative Law - In Depth	-	3

Programme Elective Courses (12 Credit Hours/ 4 Courses to be chosen)

Course Code	Course Title	Prerequisite	Credit Hours
Group 1		(12 Credit Hours)	
LAW 712	Philosophy of Law	-	3
LAW 713	Interpretation of Law	-	3
LAW 714	Evidence Law in Civil and Commercial Matters – In Depth	-	3
LAW 715	Origins of Civil and Commercial Procedures in Depth	-	3
LAW 716	Consumer Protection Act	-	3
LAW 717	Informatics Law (E)	-	v3
LAW 722	International and Local Commercial Arbitration in Depth (E)	-	3
LAW 781	Jurisprudence of Transactions – In Depth	-	3
Group 2		(12 Credit Hours)	
LAW 732	Code of Criminal Procedure – In Depth	-	3
LAW 733	Special Criminal Legislations– In Depth	-	3
LAW 734	Economic Crimes	-	3
LAW 751	Constitutional Law and Political Systems - In Depth	-	3
LAW 752	Public Rights and Freedoms (E)	-	3
LAW 754	Administrative Contracts	-	3
LAW 761	Public International Law- In Depth	-	3
LAW 762	International Humanitarian Law- in Depth (E)	-	3

Thesis

Course Code	Course Title	Prerequisite	Credit Hours
LAW 700	Master's Thesis	18 Credit Hours	9

Course Descriptions

Programme Compulsory Courses

LAW 701 - Research Methodology

The curriculum of this course includes an overview of legal research, its concepts and methods, starting from the stage of preparedness, selecting the topic of the research, gathering sources and references, reading and contemplation, legal writing, and, finally, printing and discussion.

(Prerequisite: None)

LAW 711 - Civil Law in Depth

The curriculum of this course includes a general and a specific programme. The general programme deals with the study of the general theory of obligation in terms of its sources and provisions, and the study of contracts of sale, lease, agency and contracting. The specific programme contains a detailed and analytical comparative study of one of the topics of the general programme, such as the theory of nullification, the theory of civic responsibility or liability for a loss.

(Prerequisite: None)

LAW 721 - Commercial Law in Depth (E)

The curriculum of this course includes a general and a specific programme. The general programme deals with the study of the provisions of commercial law in general, such as businesses, the trader and his obligations, commercial contracts, bankruptcy, securities and bank transactions. The specific programme contains a detailed and analytical comparative study of one of the topics of the general

programme, such as a bankruptcy, securities or bank transactions.

(Prerequisite: None)

LAW 731 - Criminal Law in Depth

The curriculum of this course includes a general programme and a specific one. The general programme analyses and studies in-depth the general theory of crime and punishment; introducing the penal code, its objectives and its development; and introducing crime, its types, the study of its elements, participating in it, the reasons for legalisation, studying criminal sanctions, precautionary measures and their types, and methods of its lapse. The specific programme contains an analytical, comparative study of one of the topics of the general programme, such as criminal liability or participating in a crime.

(Prerequisite: None)

LAW 741 - Administrative Law in Depth

The curriculum of this course includes a general programme and a specific one. The general programme deals with the general theories of administrative law, administrative management and administrative activity in terms of its essence, centralised and decentralised administrative organisation, the means for general functional management, administrative decisions and public funds. The specific programme contains an analytical, applied study of one of the topics of the general programme such as a public job, an administrative contract and managerial decisions.

(Prerequisite: None)

Programme Elective Courses

LAW 712 - Philosophy of Law

This course includes the topic of determining the basis of law, the nature of positive law, its application and problems, the idea of equity as another component of legal study in terms of essence, substance and nature and showing the relationship between the philosophy of law and the sources of the interpretation of law.

(Prerequisite: None)

LAW 713 - Interpretation of Law

This course explains the meaning of interpretation, its necessity and the elements of a legal text. It also shows the significance of the word and the concept in the text; the reasons for interpretation in terms of ambiguity, conflict and lack of texts and demonstrates the modes of verbal and deductive interpretation as well as the wisdom beyond legislations.

(Prerequisite: None)

LAW 714 - Law of Evidence in Civil and Commercial Provisions in Depth

This course tackles all the proof legally permissible as evidence or negation by opponents, the authority of the judge in considering such evidence or not, studying such legally permissible evidence, distinguishing legally permissible evidence from illegal evidence, distinguishing legally permissible evidence from other legal systems, and dealing with the manner of the implementation of national provisions after acquiring authentic *res judicata*.

(Prerequisite: None)

LAW 715 - Origins of Civil and Commercial Procedures in Depth

The curriculum of this course includes a general programme and a specific one. The general programme includes jurisdiction, the theory of a case and its procedures, the theory of judicial sentences, and appeals against these provisions and procedures for the implementation of judicial sentences within the procedure authorities. The specific programme contains a detailed and analytical study of one of the general topics, such as the theory of interest in the case and the theory of the judicial sentence.

(Prerequisite: None)

LAW 716 - Consumer Protection Act

This course deals with the concept of the consumer and the concept of his/her protection. It also introduces the idea of consumer protection within the stages of the contract, starting from the stage of calling for a contract and expands into the study of the obligations of the pre-contracting stage, through notification, the legal regulation of the elements of the contract under the protection that should be availed to the consumer, how to achieve contractual balance in consumption contracts, the guarantee for concealed defects and hazardous qualities, and the consumer's right to abstain from contracting. Finally, this course studies other aspects of protection, such as administrative protection, protection in international conventions, criminal protection and, finally, consumer protection in Islamic law.

(Prerequisite: None)

LAW 717 - Law of Informatics E

This course has the following:

Part I is deals with the legal timework of information technology as highlighted by modern communication methods dealing with protections and communication and information. This part also includes ancestral rules which stipulate the model law and electronic trade and also the legal system for his information organization in the Kingdom of Bahrain. Part II of the course covers in depth topics such as the protection of personal data from the risks of modern technology liability for acts that may endanger personal interest in the field of information protection of intellectual property in modern communication and information.

(Prerequisite: None)

LAW 722 - International and Local Commercial Arbitration in Depth E

The study programme for this course includes the choice of in depth study and analysis of one of the commercial arbitration subjects e.g. studying the arbitration award's tribunal to the dispute, and the cases. The award may be considered invalid or alternatively valid and enforceable within a given mechanism.

(Prerequisite: None)

LAW 781 - Jurisprudence in Depth

This course includes the realization of the provisions related to Islamic banks, their establishment and legal organization and activity, and the characteristics of these banks which make them different in addition to their management, practices, and monitoring by the Sharia compliance monitoring authority. It also covers the review of the legal rules stipulated

in the Decree by Law for the establishment of the Bahrain Islamic Bank which was issued by the Bahraini legislator according to Decree by Law No. 2 of 1979 on the establishment of a Bahraini shareholding company under the name Bahrain Islam Bank B.S.C in the official gazette No. 1322 issued on 15/3/1979.

(Prerequisite: None)

LAW 732 - Code of Criminal Procedure in Depth

The curriculum of this course includes a general programme and a specific one. The general programme includes an in-depth study of the regulation of criminal procedures in their various forms, and criminal proceedings in the investigation stage and the trial stage, as well as appeals in criminal sentences. The specific programme contains a detailed and analytical study of one of the general topics, such as the theory of criminal nullification, the theory of evidence or the theory of jurisdiction.

(Prerequisite: None)

LAW 733 - Special Criminal Legislations

This course is a study of the most important special criminal legislations in Bahrain, plus the philosophy and rationale behind them. It also facilitates the study and in-depth analysis of the developed procedural phenomena that have been addressed by some of the special criminal legislations, crimes such as the transplantation of human organs and human trafficking, in terms of size, type, origin, different elements, penalties and their relationship with organised crime.

(Prerequisite: None)

LAW 734 - Economic Crimes

The curriculum of this course includes a general and a specific programme. The general programme includes an in-depth analytical study of economic crimes through highlighting the concept, various legislative approaches related to them, their general provisions, their elements and the punishments associated with them. The specific programme deals with one of the economic crimes contained in Bahraini law through an in-depth, comparative study.

(Prerequisite: None)

LAW 751 - Constitutional Law and Political Systems in depth

The curriculum of this course includes a general programme and a specific one. The general programme deals with the essence of constitutional law, contemporary constitutional systems, and Bahraini and international constitutional systems. The specific programme deals with one of the topics of the general programme, such as supervision on the constitutionality of laws.

(Prerequisite: None)

LAW 752 - Public Rights and Freedoms

The material deals with definition of rights and freedoms, and their kinds and the historical developments for each one by knowing the rights and freedoms in Islam and how they developed in the modern era. It talks about the universal declarations of human rights and the outstations of Bahrain.

The material discusses the principle of equality and guarantee of the exercise of the rights and freedoms by talking about equality in law, before the law, equality in exercising political rights, public services, public costs and then

discussing the guarantee of exercising the existence of the constitution of the state.

The course also includes the principle of separation between the authorities, and the principle of the gradation of legal rules, control over the constitutionality of laws, and control over administration work.

(Prerequisite: None)

LAW 754 - Administrative Contracts

This course tackles administrative contracts in terms of definition, types, conclusion, the obligations of the contractor and the management authorities, contractor's rights versus administration and the expiry of administrative contracts.

(Prerequisite: None)

LAW 761 - Public International Law in Depth

This course includes an in-depth study of the theoretical explanation of international disputes and ways to resolve them in accordance with the rules of international law, the UN Charter and international agreements. It also includes the study of models for international issues, and their resolution through amicable means, through resorting to the International Court of Justice (ICJ) or through arbitration.

(Prerequisite: None)

LAW 762 - International Humanitarian Law in Depth E

1. Provides students with legal and important knowledge in respect of international humanitarian law, emergence and development of rules thereof.
2. Develops students' cognitive and practical skills in respect of availing international protection for victims in armed disputes and for prisoners and wounded persons,

- learning and applying the same in practice.
3. Develops students' skills in writing legal reports, utilising information data and technology.
 4. Prepares qualified graduates who are capable to participate in legal services and academic activities within humanitarian institutions and organizations.

(Prerequisite: None)

Thesis

LAW 700 - Thesis

A research supervised work based on an approved topic in law . This course is considered a capstone in the Master of Law

or Commercial Law programme. It provides an opportunity to the students to conduct an independent learning and research work based on structured methodology. The thesis focuses on senior level skills to be addressed in terms of progressive intellectual discourse including research problem identification, research methodology, literature review, data analysis, research conclusion and recommendations. The final production of the manuscript is subject to public defense and evaluated based on written and oral presentations.

(Prerequisite: 18 Credit Hours)

Master in Commercial Law

Requirements/Courses	Number of Credit Hours
University Compulsory	-
University Elective	-
College Compulsory	-
Major Compulsory	27
Major Elective	9
Total Number of Credit Hours	36

Programme Compulsory Courses (18 Credit Hours/ 6 Courses)

Course Code	Course Title	Prerequisite	Credit Hours
LAW 701	Research Methodology	-	3
LAW 722	International and Local Commercial Arbitration - In Depth (E)	-	3
LAW 821	Commercial Companies - In Depth Study	-	3
LAW 822	The Laws of Stock Market, Securities and Investment	-	3
LAW 823	The Law of Finance and Banking Contracts	-	3
LAW 824	International Trade Contracts - In Depth Study (E)	-	3



Programme Elective Courses (9 Credit Hours/ 3 Courses to be chosen)

Course Code	Course Title	Prerequisite	Credit Hours
LAW 711	Civil Law – In Depth Study	-	3
LAW 712	Philosophy of Law	-	3
LAW 713	Interpretation of Law	-	3
LAW 714	Evidence Law in Civil and Commercial Matters – in Depth	-	3
LAW 717	Informatics Law (E)	-	3
LAW 733	Special Criminal Legislation	-	3
LAW 734	Economic Crimes	-	3
LAW 781	Jurisprudence of Transactions – in Depth	-	3
LAW 811	Alternative Means of Dispute Resolution (E)	-	3
LAW 812	Intellectual Property Laws – in Depth	-	3
LAW 820	Special Topics in Commercial Law	-	3
LAW 825	Commercial Papers – in Depth	-	3
LAW 826	The Law of Illegal Business Competition – in Depth (E)	-	3
LAW 827	Maritime Law – in Depth	-	3
LAW 828	Space and Aviation Law	-	3
LAW 829	E-Commerce Law – in Depth	-	3

Thesis

Course Code	Course Title	Prerequisite	Credit Hours
LAW 800	Master's thesis	18 Credit Hours	9

Students who obtained their degrees from other disciplines related to business from a recognized university have to study some pre-Master courses, and get a pass rate of at least 70%.

Pre-Master courses

Course Code	Course Title	Prerequisite	Credit Hours
LAW 413	Civil and Commercial Code of Procedure	-	3
LAW 111	Introduction to Law	-	3
LAW 112	Sources of Obligation	-	3

LAW 121	Principles of Commercial Law	versed persons, particularly in commercial
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Course Descriptions

Programme Compulsory Courses

LAW 701 - Research Methodology

The curriculum of this course includes an overview of research methodology, its concepts and methods, starting from the stage of preparation, selecting the topic of the research, gathering sources and references, reading and contemplation, legal writing, and, finally, printing and discussion.

(Prerequisite: None)

LAW722 - Local and International Commercial Arbitration - in Depth - E

This course aims to provide students with essential legal knowledge in local and international commercial arbitration, according to the commercial and international arbitration legislation in Bahrain and comparative law. The course targets also preparing elite of legally

arbitration, hence responding to society and labour market needs in Bahrain and GCC countries, and to Provide local and Arab commercial arbitration centres with legal cadres who are specialised in arbitration.

LAW 821 - Trade Companies - in Depth

The curriculum of this course includes a "general" programme and a "focused" programme. The general programme includes the study of commercial companies in terms of the company's contract definition, the company forms and its formal and objective pillars. The focused programme includes the selection of one commercial companies' subjects and in-depth analytical study, such as studying a single type of the commercial companies' contract in terms of structure, its consequences that result in the emergence of a new legal person, its management, liquidation and termination.

(Prerequisite: None)

LAW 882 - The Laws of Stock Market, Securities and Investment

This course includes the provisions related to the concept of the stock market, its objectives and its growth, and the legal personality of the market, as well as the management of the market, its Board of Directors, and its functions, the market manager and staff, and the specialized approaches, and the disciplinary and arbitration committee, and members of the market, conditions and supervision of membership, listing and trading securities in the market. It also deals with market finance and the mechanisms used by the market, the depositing and clearing system, the statement of the financial intermediary concept. The course also presents the most significant commitments and clarifies the responsibility borne by the broker regarding civil and criminal aspect. A detailed description of the provisions adopted by the Bahraini legislator by Legislative Decree No. (4) of 1987 concerning the establishment and regulation of the Bahrain Stock Exchange and its internal regulations.

(Prerequisite: None)

LAW 823 - The Law of Finance and Banking Contracts

This course deals with traditional finance and banks, their prominence and the foundation for these banks to undertake various financing activities at the national and international levels. The course deals with the historical development of banking art and commercial banks as well as presenting the most direct and indirect facilities provided by banks, in addition to clarifying the concept of bank confidentiality and its relation to the crime of

money laundering.

(Prerequisite: None)

LAW 824 - International Trade Contracts - In Depth - E

The curriculum for this course includes a general and specific programme. The “general” programme deals with the definition of the international trade contract, the World Trade Organization the settlement of international trade disputes, the definition of the law of international trade and its subjects, multinational companies and how to conclude international trade contracts. It is intended to clarify international trade and the ruling standards of e-contracts, the formation of international contracts in different legal systems. The “specific” programme contains a detailed and analytical comparative study of one of the topics of the “general” programme, such as documentary credit as a mean for international payment.

LAW 733 - Special Criminal Legislation

This course includes a study of the most important criminal legislations in the Kingdom of Bahrain, their philosophy and rationale. It also includes an analysis and an in-depth study of the novel procedural phenomena dealt with in some criminal legislations, such as the crimes of human organ transplant or human trafficking in terms of their size, type, foundation, penalty, dimensions and relations to organised crime.

(Prerequisite: None)

LAW 734 - Economic Crimes

This course includes a general and a focused programme. The general programme includes and highlights the study of economic crimes such as money laundering, forgery of

banknotes, damaging the national economy, and their prevention/solutions. The focused programme deals with one of the economic crimes affecting the national security in addition to a detailed, analytical and comparative study of a topic from the general programme, such as money laundering, and means to counter this act in Bahrain. It also includes a study of one of the electronic crimes.

(Prerequisite: None)

LAW 781 - Jurisprudence of Transactions – in Depth

The course discusses the provisions relating to the definition of Islamic banks, their establishment, their legal regulation and activity and the characteristics that distinguish them from non-Islamic banks. It also addresses their management, activities and control by the Sharia Supervising Board. It further includes a presentation of the legal rules contained in the Decree of the Establishment of the Islamic Bank of Bahrain, issued by the Bahraini legislator as per Decree No. 2 of 1979, to establish a joint stock company under the name (the Islamic Bank of Bahrain) (B.L.L), and published in the Official Gazette No. 1322 issued on 15/3/1979.

(Prerequisite: None)

LAW 811 - Alternative Means of Dispute Resolution E

This course deals with the various alternatives disputants may resort to in order to resolve their differences other than litigation. The course paves the way for students to closely identify the methods they may utilise to tackle the dispute, whether by reconciliation,

mediation or arbitration as a last resort. In doing so, the students come across the rules applicable to such dispute settlements, be it the model laws availed by UNCITRAL, ICC or international institutions.

(Prerequisite: None)

LAW 812 - Intellectual Property Laws – in Depth

This course addresses the term of intellectual property and explains and analyses its most important applications, such as commercial brands. It includes brand property and protection, as well as patents, the proprietary system, legal protection, trade names and industrial designs.

(Prerequisite: None)

LAW 820 - Special Topics in Commercial Law

The course includes novel disciplines in one of the topics of commercial law.

(Prerequisite: None)

LAW 825 - Commercial Papers – in Depth

This course includes a general and a focused programme. The general programme includes the study of commercial papers in terms of their definition, characteristics, and types (bill, check, bond order) and also the study of the electronic bill of exchange, electronic checks, documentary bills and magnetic cards. The focused programme includes a detailed analytical study of one of the topics from the general programme, such as commercial bank operations, due to the prevailing importance of

banks in economic life. It addresses processes, such as deposits, bank accounts, current accounts, letters of guarantee, and letters of credit, in accordance with the decisions of the International Chamber of Commerce in Paris in the publications number (500 for the year 1993-and 600 of 2006)

(Prerequisite: None)

LAW 826 - The Law of Illegal Business Competition – in Depth (E)

This course is designed to take up the provisions related to lawful competition, monopoly of nations' fortunes and risks attracted by such monopolies.

The course also deals with the ways and means to filter competition from the hurdles it faces by defining this concept in socialism, capitalism, and according to Islamic Sharia principles.

Furthermore, the course highlights the aspects of monopoly and their effects, identifying the tools utilised to protect lawful competition against monopoly on the national and international level.

(Prerequisite: None)

LAW 827 - Maritime Law – in Depth

This course includes a general and a focused programme. The general programme includes the legal system of shipping and the cassations, mortgages and maritime impounding in addition to the study of maritime personnel, accidents, and insurance and marine dispute resolution through arbitration. The focused programme includes a detailed and analytical study of a general programme topic, such as maritime sales CIF, FOB, maritime mortgage contracts and multimodal transport.

(Prerequisite: None)

LAW 828 - Space and Aviation Law

This course includes a general and a focused programme. The general programme includes the legal system of the aircraft in terms of its definition, personnel (air/land crew), air transport of people and goods according to the Chicago Convention, the responsibility of an air carrier for damages, fatal injuries and delays in the transport of people and goods according to the Warsaw Convention and the Montreal Convention. The focused programme includes a detailed and analytical study of a general programme topic, such as air carrier liability in Bahrain's Civil Aviation Act and the Montreal Convention of 1999.

(Prerequisite: None)

LAW 829 - E-commerce Law – in Depth

This course includes a general and a focused programme. The general programme includes the definition of e-commerce, e-contracts, how to conclude e-contracts and protections of e-contracts. It also includes the means to evidence mail editors and their evidential force. The focused programme includes a detailed and analytical study of the provisions of the Bahraini Electronic Transactions Act of 2002, and discusses e-commerce related laws, such as the model (UNCITRAL) law on Electronic Commerce, and the unified (UNCITRAL) rules on electronic signatures.

(Prerequisite: None)

Pre-Master Courses

LAW 111 - Introduction to Law

This course is a general and integral introduction to the study of law. It deals in the first section with the general theory of law in terms of its definition, its origins, characteristics, basis, divisions, sources, interpretation and application. The second section deals with the general theory of the legal right in terms of its definition, types, its holders, placement, sources, use, and prescribed protection.

(Prerequisite: None)

LAW 112 - Sources of Obligation

This course includes a study of sources of obligations' in Bahraini civil law. It includes a general introduction to the definition of civil law and different themes, the foundations of public trends, and includes the study of voluntary sources of obligations. It deals with the study of the contract in terms of its definition, milestones, conditions of conclusion, validity, interpretation, effects and termination. Then it addresses the individual will as a source of obligation, and the promise of reward as the leading application of the theory of individual will. It also addresses involuntary sources such as the harmful act (unlawful act) in terms of the responsibility of the person about their acts, the acts of others, and the arising responsibility towards things. It also includes the study of the useful act (unjust enrichment) as a general rule and study gestation, undue payment, as an application of the theory of unjust enrichment, and finally the study of law as a direct source of obligation.

(Prerequisite: None)

LAW 121 - Principles of Commercial Law

This course includes studying the general principles of commercial law, the extent of its influence by globalization, and its importance to other disciplines such as accounting, business administration and others. It also includes the study of business theory and the practical effects of its application in reality. It includes the study of commercial contracts, especially road transport contracts, commercial mortgages, and commercial mediation contracts (the agency, the commission agency, brokerage, and commercial representation). It also discusses the natural and moral trader (the company) in terms of their conditions, professional obligations, career, and finally the business premises.

(Prerequisite: None)

LAW 413 - Civil and Commercial Code of Procedure

This course includes a definition of the Law of Civil Procedure, its development, sources, and its connection with other laws. It also includes the study of the judicial organization in terms of the formation of the courts, the levels of litigation, the judiciary, and the rules of jurisdiction. It also addresses the case theory, the study of litigation, and the study of judicial awards and challenge methods.

(Prerequisite: None)

Programme Elective Courses

LAW 711 - Civil Law – in Depth

The curriculum of the study includes medical

work, which has undergone significant developments in the current era and the practise of modern scientific methods in the field of medical concerning examination, analysis, treatment or surgery. This caused many claims in medical liability and arose the patient's right towards accepting or rejecting the medical work and problems resulting from that.

(Prerequisite: None)

LAW 712 - Philosophy of Law

This course includes the topic of determining the basis of the law, the nature of positive law, its functions and problems, as well as the idea of the right as a component of the legal study, in terms of its definition, its nature, and the relationship between philosophy of law and principles of law interpretation.

(Prerequisite: None)

LAW 713 - Interpretation of law

This course handles the meaning of interpretation, its necessity, elements of legal text, and the significance and concept in the text. It also displays the reasons for interpretation in terms of the ambiguity of the text, contradictions and shortcomings. It also includes methods of verbal and deductive interpretation and wisdom of legislation.

(Prerequisite: None)

LAW 714 - Evidence Law in Civil and Commercial Matters – in Depth

This course discusses the study of all evidence that is legally recognised for proof or rejection by the litigants and the authority of the judge in the introduction of whether or not to admit them. It is an in-depth analytical study of the

legal proof of evidence which distinguishes it from other illegal evidence and legal systems. It also addresses how national provisions were implemented after gaining the authority of the order.

(Prerequisite: None)

LAW 717 - Informatics Law - E

General section: it includes the study of the legal framework for information technology in the light of the modern communications revolution, by focusing the light on the protection measures of communication means and databases, awareness of UNCITRAL rules as well as the legal system of the General Authority for Information in the Kingdom of Bahrain.

Special Section: it includes specific study topics in-depth, such as protection of personal data from risks of modern communication Technology, liability for damages that will be affecting people who are involved in this field, and protection of intellectual property rights in the means communication and information.

LAW 781 - Jurisprudence in Depth

The course deals with the definition of the rules and provisions of the money and its divisions, ownership and causes, contract and its divisions, sales and their types, companies, bankruptcy, commercial papers, power of attorney, endowment, mortgage and bail.

(Prerequisite: None)

LAW 733 - Special Criminal Legislation

This course includes the study of the most critical criminal legislation in the Kingdom of

Bahrain and the philosophy and justifications for its issuance. It also deals with the analysis and the in-depth study of new criminal phenomena which some of these special criminal legislations have addressed in particular crimes of trafficking in persons, and research in terms of elements and sentence, as well as in terms of size, types and forms, and their different dimensions and their relationship to organized crime.

(Prerequisite: None)

LAW 734 - Economic Crimes

This course includes an in-depth study of economic crimes in the Kingdom of Bahrain, related legislation, the philosophy and justifications of its issuance and significance, and criminal liability and its scope in the field of economic crimes. It also deals with the analysis and in-depth study of the new criminal phenomena in which economic crimes are committed, particularly in the field of information and technology revolution such as money laundering and the Internet and regional efforts to address economic crimes.

(Prerequisite: None)

LAW826 The Law of Illegal Business Competition – In Depth - E

This module aims to provide the learners with critical knowledge and understanding related to illegal competition and monopolistic practices which affects the wealth of a country as well as the risks of monopoly and the ways of liberating competition from the oppressive regime, by introducing its concept in socialist and capitalist systems and Islamic law. It also covers the nature of monopoly and dumping

and the effects of them, to protect the legitimate competition from monopoly and dumping at national and international level.

LAW 827 - Maritime Law – in Depth

This course includes a “general” and a “focused” programme. The general programme includes the study of maritime navigation in terms of definition, characteristics and types and the contracts to which the programme is related. The selection of one of the subjects of maritime law and its study includes an in-depth analytical study, such as the contract of maritime transport, where the provisions relating to this contract are studied in terms of the necessary conditions for the contract and its parties, how to hold the contract and the consequences thereof, and the study of the bill of lading and responsibility of the maritime carrier.

(Prerequisite: None)

LAW 828 - Space and Aviation Law

This course includes a “general” and a “focused” programme. The general programme includes the study of maritime navigation in terms of definition, characteristics and types and the contracts to which the programme is related. The selection of one of the subjects of maritime law and its study includes an in-depth analytical study, such as the contract of maritime transport, where the provisions relating to this contract are studied in terms of the necessary conditions for the contract and its parties, how to hold the contract and the consequences thereof, and the study of the bill of lading and responsibility of the maritime carrier.

(Prerequisite: None)

LAW 829 - E-commerce Law – in Depth

This course deals with in-depth study of the electronic transactions law of Bahrain No. 28 of 2002, through the definition of electronic commerce and electronic contracts and the means used in the conclusion of electronic contracts, the formation of the electronic contract of affirmation and acceptance, and the law applicable to electronic contracts, and methods of protecting electronic contracts and the legal authenticity of electronic records and signatures.

(Prerequisite: None)

LAW811 - Alternative Means of Dispute Resolution - E

This in-depth look at all alternative means of settling disputes such as arbitration, conciliation, and mediation. It also pursues the definition of all these methods of disputes settlement and the differences between them. It furthermore covers the comparison between those methods and the normal litigation that conducted by the court.

LAW 812 - Intellectual Property Laws – in Depth

This course revolves around intellectual property, mainly industrial and commercial property, and deals with its main applications with detailed and in-depth analysis, such as the brand. The course also discusses the concept, the system of ownership of the brand and its protection, as well as patent-access concept and property system and its legal protection and industrial designs. It also deals with the most

critical conventions regulating the ownership and protection of intellectual property elements, such as the Paris Convention and the TRIPS Agreement.

(Prerequisite: None)

LAW 820 - Special Topics in Commercial Law

The curriculum of this course includes a “general” programme and a “focused” programme. The general programme includes the study of some subjects of commercial law, such as commercial companies and some means of payment in international trade such as documentary and letter of guarantee, commercial papers in terms of definition, characteristics and types. The focused programme involves an in-depth analytical study of one of the subjects of the adoption of the document, which is based on the principle of independence in the document. The purpose of this study is to examine the principle of independence of the Bank’s commitment to the adoption of the document and the study of fraud and invalidity as exceptions to the principle of independence.

(Prerequisite: None)

LAW 825 - Commercial papers – in Depth

The curriculum of this course includes a “general” programme and a “focused” programme. The general programme includes the study of commercial papers in terms of their definition, characteristics and types (bill of exchange, check, bond). The focused programme includes the selection of one of the

in-depth analytical study topics of commercial paper, such as the creation and endorsement of a check, where the conditions for issuing the check are examined and the manner in which it is traded through the endorsement, types of endorsement and the conditions of each type, its effects and guarantees and termination, and the in-depth study of some new issues related to the checks.

(Prerequisite: None)

Thesis

LAW 800 - Thesis

A research supervised work based on an approved topic in commercial law. This course is considered a capstone in the Master of Law or Commercial Law programme. It provides an opportunity to the students to conduct an independent learning and research work based on structured methodology. The thesis focuses on senior level skills to be addressed in terms of progressive intellectual discourse including research problem identification, research methodology, literature review, data analysis, research conclusion and recommendations. The final production of manuscript is subject to public defense and evaluated based on written and oral presentations.

(Prerequisite: 18 Credit Hours)





Graduate

Studies Bylaws

Article (1)

This bylaw is called Graduate Studies Bylaw and is applicable to all colleges from the date of its approval.

Article (2)

1. The following words in this bylaw have the meanings allocated below unless the context signifies otherwise.

University: Applied Science University

President: University President

University Council: University Council of Applied Science University

Council: College Council

Dean: Dean of Research and Graduate Studies

College: College Concerned

College Dean: Dean of College Concerned

Department: Department Concerned in the College

College Committee: Postgraduate Committee in the College

Thesis Assessment Panel: Master's Thesis Assessment Committee

Study System: Credit Hours System

2. System of Study

The system of study is based on:

- A. The number of credit hours that should be successfully completed by a student according to the level determined by the university as a graduation requirement in any academic programme
- B. The fields of study on which such credit hours are distributed according to the provisions of this bylaw, giving the student the freedom to select required courses based on his needs and readiness with the guidance from his academic advisor and

within the range of minimum and maximum credit hours allowed per semester.

3. Credit Hour(Cr.)

One theoretical hour of study per week or its equivalent of practical hours within the full academic semester.

4. Academic Year

The academic year consists of two compulsory semesters and one optional summer semester.

5. Semester

The duration of each semester is at least 14 weeks, including the examination period, and the duration of the summer semester is at least seven weeks, including the examination period.

6. Elective Courses

The courses that the student is entitled to select from a list of offered courses set by the College Council.

7. Compulsory Courses

Studying a course in one semester, covering a number of credit hours defined by the Department Concerned, and it may have a prerequisite.

8. Prerequisite

A course that a student should study and complete successfully before enrolling in a more advanced course.

9. Study Load

The number of credit hours registered by the student during the semester.

10. Study Plan

The number of credit hours required to obtain a Master's Degree.

11. Punctuality:

Attendance of lectures, discussions and practical classes defined for each course in the study plan.

12. Academic Advisor

An academic staff member who helps the student select the required courses after referring to his/her academic record and the study provisions as well as the university bylaws depending upon the student's abilities and his/her academic progress in the University.

13. Course Grade

The total marks for the final exam, the mid exam and classroom work, excluding the courses that are on a Pass or Fail basis.

14. Semester Average

The average of courses grades studied by the student in one semester as included in the study plan. The average will be calculated to the nearest two decimal points.

15. Grade Point Average (GPA)

The accumulative average of all of the courses grades completed by the student, successfully or otherwise, as set in his/her study plan up to the date of this average. Courses not within the student's study plan are not included in the calculation of the GPA and are calculated to the nearest two decimal points.

16. Pass Grade

The minimum passing grade of a course is 70% and the minimum grade is 50%.

17. Transcript

A copy of the student's academic record which the student receives at the end of each semester indicating the number of credit hours studied and the GPA.

18. Withdrawal

A. Withdrawal from the course (W): the student's withdrawal from a course during to the defined period.

B. official Withdrawal (Postponement of Study)

The student's withdrawal from all courses

registered according to the conditions defined by the University.

19. Academic Warning

The student is warned due to his/her low GPA.

20. Duration of Study

The time spent by a student registered in the University to achieve the requirements of graduation in a certain programme with a specific study load according to the provisions of such instructions.

21. Add/Drop and Courses Timetable

A. Drop: drop from course(s) in the semester.

B. Add: addition of course(s) in the semester.

C. Courses Timetable: courses offered by Departments and Colleges.

Article (3)

Application of bylaw

This bylaw applies to all Colleges of the University, and its provisions are enforceable on enrolled students registered to obtain a Master's Degree.

Article (4)

Specialties of the Colleges

The University Council approves study plans leading to obtaining a Master's degree in programmes offered by University Departments based on recommendations of College Councils and the Academic Department Councils Concerned and proposals of the study plan committee. Study plans must contain study courses and the credit hours required to obtain an academic degree are not less than 36 credit hours.

Article (5)

Admissions Requirements

Firstly: to be admitted in a master's Degree Programme, the student must fulfil the following requirements:

- A. Holding a Bachelor's Degree or its equivalent from a University or College recognized by the Ministry of Education in the Kingdom of Bahrain
- B. The bachelor's degree programme should be in the same speciality as the master programme or a similar qualifying field according to the study plan of that speciality; otherwise, the student should pass a number of remedial courses approved by the University and specified by the Concerned Department.
- C. The applicant should be the holder of a Bachelor's Degree with a GPA of not less than Good or its equivalent to be admitted.
- D. It is required for the applicant to any of the master's programmes to pass the English placement test adopted by the University or the applicant will have to provide a (TOEFL) score of (450) or equivalent. Otherwise, the student commits during the first year to study and pass two English remedial courses determined by the college.
- E. The applicant should pass an interview conducted by a committee in the Academic Department.
- F. The applicant should pass any tests conducted by the Academic Department when required.
- G. The applicant submits two recommendation letters one of which is preferred to be from an academic staff member from

the University where the student has graduated.

- H. The applicant should have experience of not less than one year in a relevant professional field, except those obtaining a GPA not less than Very Good or the equivalent, provided that the number of admitted applicants with this exception does not exceed 50% of the total number of students

Secondly: the student can be granted conditional admission in some Master's Degree Programmes according to the number of seats determined by the University Council and according to the following:

1. He/she must hold a Bachelor's Degree with a GPA of not less than Good or its equivalent. If the applicant's GPA is less than that, the application shall be sent to the Committee of Appeal against Denial of Admissions, chaired by the Vice President for Academic Affairs and Development.
2. The applicant must have at least two years of experience in the related professional field.
3. The applicant must pass an interview conducted by the Committee of Appeal against Denial of Admissions.
4. The applicant must pass an interview conducted by a committee in the academic department.
5. The applicant must pass any tests carried out by the academic department when required.
6. The applicant must submit two recommendation letters one of which is preferred to be from an academic staff member from the University where the student has graduated.

7. The applicant must pass the English placement test adopted by the University or he/she will have to provide a (TOEFL) score of (450) or equivalent. Otherwise, the student commits during the first year to study and pass two English remedial courses determined by the college.
8. He/she must pass during the first semester after admission to the programme the remedial courses determined by the academic department with a score of not less than 70%, otherwise he/she will be dismissed from the programme.
9. The applicant must obtain the approval of the University Council or the person/body authorized by the Council in order to be admitted in the programme.

Article (6)

Procedures of Admissions

- I. The applicant submits an application form that includes the required information and attaches the documents mentioned in the form to the Deanship of Admissions and Registration in the University. The documents required are:
 - A. Four recent personal photos
 - B. Authenticated copies of academic certificates with grades, including:
 - Secondary School Certificate or its equivalent
 - Bachelor's Degree Certificate
 - C. Copy of the passport
 - D. Copy of the CPR
 - E. Payment of application fees as specified by University
 - F. Validation of the Bachelor's Degree certificate accredited by the responsible bodies in the Kingdom of Bahrain.

G. Health fitness certificate from an approved medical centre.

- I. The applicant should pass a test and an interview to determine his/her academic level if the Department so requires, and pass remedial courses as specified by the concerned department in light of the qualifications obtained and the performance in the test and interview.

Article (7)

Requirements for Academic Degree

The requirements to obtain a Master's Degree Certificate are at least 36 credit hours according to the plan of the Department Concerned that is approved by the College Council. These requirements are as follows:

First: Distribution of Credit Hours

1. 15-24 compulsory credit hours of study
2. 6-12 elective credit hours of study
3. Submission of applied project or thesis to be counted as 6 to 12 credit hours for all academic programmes

Second: Academic Year

1. The academic year consists of two semesters, the first semester and the second semester; and the duration of each is at least 14 weeks. A summer semester may be approved with a duration of not less than 7 weeks, and it is not considered as a semester for warning purposes
2. One credit hour equals at least 14 classroom hours in one semester
3. One practical credit hour equals at least two practical hours weekly in one semester

Article (8)

Study Load

1. The study load for postgraduate students is 3-12 credit hours without calculating the thesis or the applied project and 3 credit hours may be added for graduation purposes.
2. The duration prescribed for students to obtain a Master's Degree is not less than one calendar year and not more than 8 semesters, not including summer semesters.
3. The duration prescribed for passing the remedial courses is not calculated within the maximum duration prescribed to obtain a Master's Degree.
4. A postponement period is not calculated in the maximum duration to obtain a Degree and is not allowed to be more than two semesters.
5. A withdrawal period is not calculated in the maximum duration to obtain a Degree and is not allowed to be more than two semesters.
6. The University Council is entitled to look into an extension of the study period in exceptional circumstances.

Article (9)

Passing Grade, Semester Average and GPA

First:

1. The passing grade in courses is 70% and the GPA is 75%.
2. A student is put on probation if the GPA is less than 75%.
3. A student put on probation should sort out the issue in a period not more than two semesters after the affected semester, and summer semesters are not calculated in this period.

4. Consideration of reviewing the final grade for any student on a certain course is allowed based on a written request or a written initiative from the course instructor to be sent to the Dean in a period not exceeding one week after the announcement of results. An internal committee should be formed by a resolution from the Head of Department to look into the review (the committee is formed of two members provided that the course instructor is not a member of this committee. A third member may be added in case one of the two opinions is required to be weighed). The concerned College Dean notifies the Dean of Admissions and Registration of the committee's resolution within two weeks of issuance.

Second:

The marks for postgraduate studies are distributed as follows:

1. 30 marks for first exam (midterm)
2. 30 marks for participation and coursework
3. 40 marks for final exam
4. Some academic departments of a special nature, in which the scientific and/or applied aspect constitutes an important part of the courses requirements, may redistribute the mark so that mark of the final exam is not less than 30% with approval of the College and the approval of the University Council.

Third:

The grades of courses obtained by a student are classified according to the following table:

Mark	Grade	Average
90% - 100%	Excellent	A
80% - 89%	Very Good	B
70% - 79%	Good	C
Less than 70%	Fail	F

Fourth:

The semester averages and GPA obtained by a student are classified according to the following table:

GPA	General Grade
94% - 100%	Excellent with Honours
88% - less than 94%	Excellent
80% - less than 88%	Very Good
75% - less than 80%	Good
Less than 75%	Fail

Article (10)

Any course outside the plan of study, based on which a student is enrolled in the programme, is not allowed to be counted unless that course is equivalent to a programme's course by a resolution from the Equalisation (Credit Transfer) Committee in the College and in exceptional circumstances, together with considering provisions of equalisations and transfer indicated in Articles (15) and (17) of this bylaw.

Article (11) Remedial Courses

First:

The passing grade of the remedial courses is 60%.

Second:

The grades of remedial courses are recorded in the student's transcript (pass/fail).

Third:

The student should complete the remedial courses in the first year of the registered Master's programme.

Article (12) Registration of Master's Thesis / Applied Project *

1. A registration application for a Master's Thesis or Applied Project may be accepted according to procedures prescribed in this bylaw: when the student passes equivalent to at least 50% of the courses in the study plan and the GPA is not less than 75%.

2. The Master's Thesis is registered for the student on the basis of (6-12) credit hours when his / her GPA is not less than %80 provided that the thesis is as genuine and innovative as possible, and for the period defined in the university's bylaws, and as per the conditions defined by the University Council.
 3. The Applied Project is registered on the basis of 6 credit hours if the GPA is less than %80 provided the students takes elective courses to compensate the difference in credit hours between the thesis and the applied project.
 4. In case the applied project is not completed in the registration semester, a grade of "Incomplete Research (IR)" will be assigned to the student along with one additional semester to complete the project, and in case the project is not submitted by the end of the additional semester, a grade of "Zero" and the status of the grade will be assigned to him/her.
 5. If the student chooses to do an applied project, he/she must follow the applied project guidelines adopted by the University Council.
- will be considered as withdrawn. However, students representing the Kingdom or the University in official activities are allowed to be absent with a percentage not exceeding 30%.
3. Any absentee from the announced final exam, with an excuse that is accepted by the College Dean Concerned according to the approved policy, will be registered as incomplete. The course instructor will be notified of excuse acceptance to conduct a compensatory exam for the student in a period not exceeding the end of the following semester. If this semester is postponed officially by the student, in such a case, the exam will be held before the end of the semester following the one postponed.
 4. Sick leave should be with a certificate issued and approved by a medical body. Such a certificate should be submitted to the College Dean Concerned within a period not exceeding two weeks from the date of the student's absence. In other compulsive cases, the student submits proof of the compulsive case within two weeks of absence.

Article (13) Punctuality

1. If a student is absent from a certain course without an excuse accepted by the College Dean, for more than 25%, he/she will be prevented from taking the final exam. The mark in that course is deemed 50 and the course should be repeated if compulsory.
2. If the student is absent from a certain course with an excuse that is accepted by the College Dean, for more than 25%, he/she

Article (14)

Postponement, Withdrawal and Interruption

I. Postponement

- A. A postponement request is accepted if the student has completed at least one semester in the academic programme.
- B. The student submits a postponement request in a form prepared by the Admissions and Registration Deanship. Approval of postponement is issued by the College Dean Concerned. If the

request is submitted after the end of the add/drop period, it will be subject to the provision of withdrawal, which state that there will be a non-refund of fees for withdrawn or postponed courses. The student's academic study is deemed postponed from the date of approval of the postponement request and not from the date of the submission of the request as per the effective financial practice in the University.

2. Withdrawal

- A. The student is allowed to drop courses and add new courses in the first week of the first and second semesters and within the first three days of the summer semester according to the calendar of the University. The dropped courses do not appear on the student's transcript.
- B. The student is allowed to withdraw from one or more courses within eight weeks of the beginning of both the first and second semesters, and within four weeks of the beginning of the summer semester. In this case, the course appears in the student's transcript as withdrawn (W). The credit hours of these courses are not calculated in the number of hours studied in terms of success or failure and graduation requirements. If the student does not withdraw during the said period, the course instructor should record the student's result in the transcript. As a result of this withdrawal, the number of credit hours registered is not allowed to be less than the minimum number of credits permitted according to such instructions unless in special cases, as provided for in this bylaw.
- C. Withdrawal from a course is made by submitting a form prepared for this purpose to be submitted by the student to the College Dean Concerned.
- D. The note 'incomplete' is registered next to the course whose requirements are not completed by the student or due to absence in the final exam with an acceptable excuse.
- E. The student should work for removal of the 'incomplete' note in a period not exceeding the end of the semester following the one in which this note is registered without calculating the summer semester; together with considering provisions of Article (13/3) of this bylaw.
- F. If a student obtains an incomplete result in some courses, averages will be calculated when the marks of courses are completed. Averages are considered retroactive from the date of obtaining an incomplete result in terms of placing a student under probation or dismissal.

3. Interruption

1. A student is considered to have interrupted his studies in the following cases:
 - A. If study has started, the Add and Drop period has finished without registration.
 - B. If registration is cancelled due to non-payment of university fees despite having attendance in the attendance and absence records.
2. A student who interrupted his studies loses his seat in the University and will not be allowed to return without the approval of the University Council.

Article (15)

Transfer from a Programme to Another inside the University

A student may be transferred from a Master's Programme to another programme by a resolution of the College Dean(s) if the admissions requirements are met for the desired programme to be transferred to, in terms of the GPA, academic programme and availability of a vacancy. The joint courses which the student has studied in the programme transferred from, provided that all courses transferred credits from the previous programme are entered into the new GPA. The Head of Department(s) concerned will be notified.

Article (16)

Warning and Dismissal

1. A student is warned in the following cases:

- A. If the minimum GPA is not obtained at the end of any semester as defined in this bylaw
- B. If the College Council viewed that the student has neglected working on his/her thesis, based on a report from the supervisor and recommendation of the College Committee.

2. The student is dismissed from the Master's programme in the following cases:

- A. If the minimum GPA is not obtained at the end of two semesters following the warning, excluding the first semester
- B. If the student committed a violation requiring dismissal according to the bylaws applicable in the University

- C. If the student failed in the defence of his/her Master's thesis twice or has registered twice for the thesis and did not attend the assessment session.
- D. If the student has withdrawn from all courses registered in the first semester since starting study in the University
- E. If a period of postponement or interruption exceeded two semesters
- F. If the maximum limit for the duration of study is exceeded

Article (17)

Transfer

1. Students transferred from other universities are admitted to study for a Master's Degree provided that the number of credits transferred does not exceed 12 credit hours, as long as these courses are similar to those listed in the programme. The grade in each course should not be less than C or equivalent, and the period of studying in the university is not less than two semesters.
2. The transferred credits are not calculated in the GPA if the transfer is from outside the University.
3. Only one semester is deducted from the maximum period of the graduation semester against every 9 credit hours calculated in favour of the student.
4. Any course studied from a lower programme level must not be calculated in the higher programme level.
5. Upon transferring from a higher education institution to another one, the number of hours transferred should not be more than 50% of the second university

grade requirements with a maximum limit of 12 credit hours, provided that courses whose grade is less than C or equivalent are not calculated. The Credit Transfer committee in the College is concerned with reviewing courses to be exempted within the limits mentioned in Article (18) and according to the names of each course, description, level and content in the prescribed plan of study. Then, the committee's decision should be approved by the College Dean and sent to the Admissions and Registration Deanship for implementation.

Article (18)

Credits Transfer

Credit Transfer committees in the College are concerned with reviewing courses required to be exempted within the limits mentioned in Article (17) according to the names of each course, description, level and content in the prescribed study plan, then to be approved by the College Dean and sent to the Admissions and Registration Deanship for implementation.

Article (19)

Repetition of Course

1. A student may repeat a course if the grade obtained is less than 75%, with no more than two compulsory courses and one elective course.
2. If the student has studied an elective course and obtained a mark less than 75%, another elective course may be studied as a compensatory course to complete the requirements of the study plan. This compensatory course is deemed a repeated course of an elective one, and the

highest mark in the two averages (semester and GPA) will be calculated.

3. A course is not allowed to be restudied more than once if a student has passed it.
4. A student is allowed to register in a maximum of two additional courses from the elective plan of study with approval of the College Council provided that the highest grades are calculated in the GPA for the purpose of improving the average.

Article (20)

Honorary Board

The name of a student is listed in an honorary board if his registration in that semester has no less than 6 credit hours (thesis credit hours not considered) as follows:

1. Honorary board in the College: if semester average is 88% and above
2. Honorary board in the University: if semester average is 94% and above
3. Summer semesters are not calculated in this honouring. A student will not be listed in case of withdrawal from and/or postponement of any semester and violation of any University Bylaw Honouring the distinguished students at the end of each semester will be considered appropriately by the Dean and the President.

Article (21)

Teaching and Supervision

1. The Professors and Associate Professors in the Academic Department undertake teaching courses of postgraduate studies.
2. The Dean is entitled to approve, based on nomination of the College Committee, that Assistant Professors in the Academic Department undertake teaching courses of postgraduate studies.

3. The College Council has the right to seek help from experienced specialists or those who have published papers in the same field to teach, supervise and be part of the assessment panels of master thesis or applied projects.
4. The Concerned Department is entitled to propose academic staff (full-time or part-time) assigned for supervising a Master's thesis and postgraduate students' research; and the Dean, based on recommendation of the College Committee, approves a teaching staff member with a grade of Assistant Professor according to the same conditions indicated in clauses 2 and 3 of this Article.
5. A thesis may be supervised by more than one supervisor; whether the second supervisor is from inside or outside the University, provided that the assistant supervisor is qualified and a holder of a PhD degree.
6. The supervisor of the thesis commits to submitting a semester report for the Department about the student's progress in his study in order to take the necessary actions in this respect using a form prepared by the Deanship of Research and Graduate Studies.

Article (22)

Continuity in Supervision

By virtue of a resolution from the College Council and based on the recommendation of the Department Council, an academic staff may continue to supervise a student's thesis or participate in supervision if he changed his work place inside or outside the Kingdom provided that it does not conflict with the interest of the student.

Article (23)

Unforeseeable Circumstances and Supervision

Upon the occurrence of unforeseeable circumstances that prevent the supervisor from continuing to supervise theses of students, the Department Council, at the earliest opportunity, nominates another supervisor(s) and submits his/her nomination to the College Council for approval, considering the conditions required in the appointment of supervisors as indicated in Article (21) of this bylaw.

Article (24)

Amendment of Plan or Title of Thesis

The student may, in coordination with the supervisor, amend the plan of a thesis if the circumstances of the research so require. As to the title of a thesis, the Dean is entitled to settle this upon recommendation from the College Dean, Head of Department, Programme coordinator and Supervisor prior to defining the date for defence session.

Article (25)

Selection of Discussants of Thesis

- A. The College Committee prepares a list of names and specialities of professors in some universities inside and outside the Kingdom of Bahrain to select the discussants. This list is changeable and updated annually.
- B. The Dean issues a resolution, based on a recommendation of the College Council upon a recommendation from the graduate studies committee in the college to form a three-member thesis assessment panel (supervisor, internal examiner, external examiner) as long as

there is no shared supervision. The chair of the assessment panel is the one with the highest academic rank, be it the internal or the external examiner.

- C. The student delivers copies of the thesis in its final form to members of the committee at least two weeks prior to the date of discussion.
- D. The Head of Department undertakes responsibility for ensuring the full procedures of the discussion and submits a report to the Deanship of Research and Graduate Studies and the Council via a form approved by the Deanship of Research and Graduate Studies.

- 3. The Head of the Discussion Committee announces the resolution in the discussion hall in the presence of all members.
- 4. The resolution of the Discussion Committee is supported by one of the following phrases:
 - A. Without amendments
 - B. With slight amendments in a period not exceeding two weeks
 - C. Essential amendments without re-discussion within two months
 - D. Essential amendments and re-discussion within three months
 - E. Rejection of thesis

Article (26)

Thesis Defence

The thesis is discussed as follows:

- 1. The student presents an abstract of the thesis and conclusions and recommendations reached in a proper way.
- 2. The Head of the Discussion Committee undertakes the management of the session. Following the discussion, the Committee starts its deliberation and unanimously or by the majority determines the success of the student according to the following grades:

Grade	Percentage
Excellent	90%-100%
Very Good	80%-89%
Good	70%-79%
Fail	69% or less

- 5. The Head of the Discussion Committee presents the resolution of the Committee signed by members to the Head of Department, who, in turn, presents it to the College Council after the student has completed all amendments prescribed by the Discussion Committee in order to take the necessary recommendation for graduation to the University Council.
- 6. The student is considered to have failed the course of the thesis if he/she has not completed the amendments required on the dates specified in the previous clause. The University Council is entitled to reconsider the mentioned periods by recommendation from the College Dean.
- 7. If a thesis is rejected by the Discussion Committee, a grade of 50 is assigned to it. The Council is entitled, based on the recommendation of the supervisor, to allow the student to register the thesis

again provided this registration should not conflict with the provisions of Article (8) of this bylaw.

8. When registering the thesis again because of failure or rejection, the student is exempt from the GPA condition stated in Article 12 of this bylaw.

Article (27)

1. The Master's thesis should be written in the Arabic language and two abstracts should be attached, one in Arabic and the other in English, with the Arabic abstract being not more than 600 words and 3 pages, and the abstract in English not being more than 300 words and one and a half pages. The Master's thesis can be written in the English language with the approval of the Council.
2. As to the Colleges teaching in a language other than Arabic, the thesis is to be written in this language or in Arabic. If the thesis is written in a language other than Arabic, the Arabic abstract is to be enclosed, provided that it is not more than 600 words and three pages.

Article (28)

In writing a Master's thesis, the student must abide by the instructions indicated in the thesis manual issued by the Deanship of Research and Graduate Studies.

Article (29)

Granting the Degree

The Master's degree is granted by virtue of a resolution from the University Council based on the recommendations of the College Council.

Article (30)

The Deanship of Research and Graduate Studies undertakes responsibility for ensuring the implementation of procedures provided for in the bylaw by Deans of Colleges and the Deanship of Admissions and Registration.

Article (31)

The University Council is entitled to treat cases of admission, registration, withdrawal, interruption and dismissal as exceptions from the action mechanisms of the articles in this bylaw according to the development of matters of public interest as viewed by the University Council in this respect, and in a way that does not conflict with the resolutions and bylaws of the Higher Education Council.

Article (32)

1. The student must pay the tuition fees and any required deposit at the time of their registration in each semester. The student registration will not be completed unless they pay all the required fees. The University has the right to amend the amount of fees and deposits required as it deems appropriate, after obtaining the approval of the responsible bodies.

2. Tuition fees paid by students are as follows:

A. Tuition fees per credit hour for students in Master's degree programmes in each of the following colleges:

B.A.1. College of Administrative Sciences

°N	Programmes	Credit Hours	Fees per Credit Hour
1	Master's Degree in Business Administration	36	144.200 BHD
2	Master's Degree in Human Resources Management	36	144.200 BHD
3	Master's Degree in Accounting and Finance Sciences	36	144.200 BHD

A.2. College of Law

°N	Programmes	Credit Hours	Fees per Credit Hour
1	Master's Degree in Law	36	144.200 BHD
2	Master's Degree in Commercial Law	36	144.200 BHD

B. Other non-refundable fees:

- 1) 10 BHD Application fee (paid once).
- 2) 250 BHD registration fee for first and second semesters.
- 3) 125 BHD registration fee for the summer semester.
- 4) 5 BHD fees for English language placement test.
- 5) 5 BHD fees for an official academic transcript.
- 6) 5 BHD fees for issuing a graduation certificate.
- 7) 5 BHD fees for a duplicate official academic transcript.
- 8) 5 BHD fees for issuance student bona fide official student certificate.
- 9) 10 BHD fees for course equivalence procedure.
- 10) 10 BHD fees for appealing a final grade per course.
- 11) 30 BHD Fees for submission of an incomplete exam (a valid excuse should be submitted in accordance with the University's Regulations).
- 12) 5 BHD fees to issue a new ID card or a replacement.
- 13) 10 BHD for each extra copy of the graduation transcripts and certificate.
- 14) In cases where a student loses or damages a book borrowed from the University Library, the fee applied is twice the price of the borrowed book.
- 15) 150 BHD graduation fees + graduation certificate Arabic – English + yearly book.
- 16) 25 BHD graduation robe fees.

3. The newly-admitted student pays 650

BHD non-refundable for seat reservation and it consists of the following fees:

- a) 10 BHD one-time fee to submit the application as mentioned in item (1) of paragraph (b) of Article (32) of this Regulation.
- b) 250 BHD registration fee for the admissions semester as mentioned in item (2) of paragraph (b) of Article (32) of this Regulation.
- c) 5 BHD fee to issue a new university ID card and mentioned in item (12) of paragraph (b) of Article (32) of this Regulation
- d) 385 BHD part of the tuition fees of the admissions semester.

4. The university holds the right to change all fees based on the approval of the Higher Education Council.

5. Financial instructions relating to the withdrawal of a student:

- a) Regular students have the right to withdraw totally or partially during the late registration period and the add/drop period (announced each semester by the Deanship of Admissions and Registration) and without any financial charges.
- b) Regular students have the right to withdraw totally or partially before the end of the second week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 25% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
- c) Regular students have the right to withdraw totally or partially before the end of the third week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 50% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
- d) Regular students have the right to withdraw totally or partially before the end of the fourth week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 75% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.
- e) In case the student withdraws partially or totally after the end of the fourth week, he/she shall pay the entire amount of registered credit hours fees.
- f) The student has the right to withdraw totally or partially without financial charges from courses that require prerequisites and were registered in the course registration form provided by the student to the Deanship of Admissions and Registration.
- g) The student has the right to withdraw totally or partially from courses that have been equalized later on without financial charges.

- h) In case the student wants to transfer to another programme after the regular add/drop period, he shall bear all the financial charges mentioned in items b, c and d of this paragraph.
- i) The student has the right to withdraw totally or partially without financial charges from courses that have been registered beyond the limit allowed by the university and the Bahraini Higher Education Council.
- j) If the university cancels or withdraws any courses registered by the student at any time, the amount of the paid fees will be credited to his account.
- k) The aforementioned regulations related to students' withdrawal do not apply to new students during admissions semester; they are governed by total withdrawal instructions issued by the university during the registration of an academic semester.

Article (33)

The University Council settles issues which are not provided for in this bylaw.

Article (34)

The President, Deans of Colleges, Dean of Research and Graduate Studies and Dean of Admissions and Registration are responsible for implementing the provisions of this bylaw.





ASU

جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

جامعة
UNIVERSITY
مؤتمرات

UNIVERSITY



British

Programmes





College of Engineering

Department of Civil and Architectural Engineering

* B. Eng. (Hons) Architectural Design Engineering (English).

Department of Civil and Construction Engineering

* B. Eng. (Hons) Civil and Construction Engineering (English).

In partnership with

London South Bank University

College of Administrative Sciences

Department of Business Administration

* B.A. (Hons) Management and Business Studies (English).

Department of Accounting and Finance

* B.A. (Hons) Accounting and Finance (English).

In partnership with

Cardiff Metropolitan University



College of

Engineering

Starting from the academic year 2017/2018, the applied Science University (ASU) is partnering with London South Bank University (LSBU) to offer two undergraduate degrees in engineering. This means that students can study in Bahrain and, on successful completion of their programme, gain an award from the LSBU.

Dean; the College of Engineering

Department of Civil and Architectural Engineering

Extended Degree (Foundation Year)

BEng (Hons) Architectural Design Engineering Course

BEng (Hons) Civil and Construction Engineering Course

Extended Degree (Foundation Year)

Course Structure

Year I

First Semester (Level 3/S)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
MATH301	Mathematics 1	School Level	3	10
BENG311	Engineering Science 1	-	3	10
ENGL301	Intermediate English	-	3	10
BENG300	Principles of Engineering	-	3	10
BENG302	Laboratory and Workshop Skills	-	3	10
Total			15	50

Semester 2 (Level 3)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
MATH302	Mathematics 2	MATH301	3	10
ENGL302	Advanced English	ENGL301	3	10
BENG 312	Engineering Science 2	-	3	10
BENG301	Constructing the Built Environment	-	3	10
SKPP300	Study Skills and Professional Practice	-	3	10
CSE300	Computer Programming for Engineering	-	3	10
Total			18	60

Summer Semester (Level 3)/ Compulsory

Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
HRL300	Human Rights	-	3	10
HIST300	Bahrain Civilization and History	-	3	10
ARAB301	Arabic Language	-	3	10
ARAB300	Arabic Language for Non-Arabic Speaking	-		10
Total			9	30

Extended Degree (Foundation Year)

Modules Brief Descriptions

Mathematics I

The module is designed to provide students with the mathematical knowledge and skills to support study of engineering and to provide the requirement for entry into the BEng courses at ASU. It is therefore a preparatory or foundation module building on the knowledge obtained at school.

Mathematics 2

The module is designed to provide students with the mathematical knowledge and skills necessary for transition to level 4 study of engineering subjects. Students will attend lectures and tutorial where worked exercises are under taken. Where possible, the statistical content will introduce the use of statistical packages and the presentation of real-life data sets. All students will keep a logbook of the problems tackled.

Engineering Science I

This module covers scientific principles of physics and chemistry at a level between secondary school level and Advanced

Level. It serves as a preparatory module for students intending to undertake engineering undergraduate degree courses in the University and introduces students to a range of skills required for the study of engineering.

Engineering Science 2

This module is aimed at extending the science knowledge of engineering students in preparation for continuing on their respective engineering degree. It covers general applied physical principles, including dynamics, statics, fluids, heat and energy.

Study Skills and Professional Practice

This module provides an introduction to both study and professional skills and practice. The module introduces study skills considering both individual and team-working skills. It covers exam preparation, revision and question answering techniques. It introduces students to their own personal development planning processes.

It also enables students to develop and use appropriate safe working practices as will be expected in an engineering and industrial environment.

Laboratory and Workshop Skills

This module is a mixture of workshop exercises and practical experiments and projects. Students work in small groups of 2-5 people depending on the task. The module also provides students with introduction to design skills and basic engineering drawing.

Constructing the Built Environment

This module introduces students to design principles and processes specific to constructing the built environment. It will explore traditional and modern construction methods and understand how new methods and materials can sustain the built environment.

Principles of Engineering

The course develops the students' understanding of essential scientific principles for the study of engineering to degree level. It is designed to be accessible to students with a wide range of prior science specialisation. The course comprises two blocks of study. These blocks are common to all engineering disciplines and introduce the principles of measurement systems and units, thermal physics, mechanical and electrical principles, and engineering materials and their properties.

Intermediate English

The course provides intensive practice in English including reading, oral presentations, writing, and note-taking. Academic and study skills are embedded in the course. The course develops students' English language and analytical skills in order to pursue a more advanced ASU academic English course and to cope with the literacy demands of specialised courses taught in English.

Advanced English

The course provides intensive practice in advanced level reading, oral presentations, writing, and note-taking. Academic and study skills are embedded in the course. This course aims to enhance students' English and analytical skills as a prerequisite for academic and professional success.

Computer Programming for Engineering

This course introduces students to concepts of programming. This includes conditional, iterations and block structure. Structure programming and data-types will also be introduced and illustrated with typical and simple engineering problems.

Bahrain Civilization and History

The aim of the module is to highlight the role of the Kingdom of Bahrain in its local, regional and international levels, through various historical eras, beginning with the Old Ages through the Islamic era, to the modern era. The module demonstrates the Arab and Islamic identity of the Kingdom of Bahrain, and the vital role it played politically and culturally.

Human Rights

This course deals with the basic principles of human rights in terms of the definition of human rights and its scope and source, focusing on the provisions of the international law of human rights, which include the following international documents:

- a- Charter of the United Nations
- b- The Universal Declaration of Human Rights

- c- The International Covenant on Civil and Political Rights
- d- The International Covenant on Economic, Social and Cultural Rights
- e- Convention against Torture and Cruel, Inhumane Punishments.
- f- Protection Mechanisms and Constitutional Organisation of Public Rights and
- g- Freedom in the Kingdom of Bahrain.

Arabic Language for Non-Arabic Speakers

The module provides intensive practice for beginners in Arabic including reading, oral presentations, writing, and note-taking.

Arabic Language

The module provides intensive practice in Arabic at upper intermediate reading, oral presentations, writing, and note-taking.

BEng (Hons) Architectural Design Engineering

Difference between Architecture and Architectural Engineering

	Architecture	Architectural Engineering
What's it all about?	Design, and how this fits within the broader context of society.	Engineering aspects of buildings - their structural systems.
Who is the course for?	Creative people with strong art and design skills who are interested specifically in building.	Mathematically-minded and scientific people who are interested in building physics, the construction process, and design.
What will I study?	Design and making skills, History of architecture, Architectural theory, Structures, Materials, Sustainability, Ethics and Communication skills	Architectural sustainable building design and technology, Building Information Modelling (BIM), 3D Computer Aided Design and visualisation, Structural building analysis, Calculus, Building physics and Thermodynamics
What careers are open to me?	Architectural Assistant, or Architect	Architectural Engineer
What does the job involve?	Working with a client to translate their vision into a design. This could be at the principle design stage, or producing detailed construction drawings.	Carrying out design, testing, analysis, and implementation of building structures, as well as analysis of what is under a building, to meet regulations and the demands of the design. They use specialist skills such as building information modelling.

Programme structure

Year 2

Semester 1 (Level 4)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
ARC431	Architectural Engineering Design and Structures 1	-	3	10
ARC433	Engineering Practice and Design 1	-	3	10
ARC411	Engineering Mathematics 1	-	3	10
ARC413	Principles of Engineering Science 1	-	3	10
ARC461	CAD Graphics	-	3	10
ARC435	Integrated Design and Construction	-	3	10
Total			18	60

Semester 1 (Level 4)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
ARC432	Architectural Engineering Design and Structures 2	-	3	10
ARC434	Engineering Practice and Design 2	-	3	10
ARC412	Engineering Mathematics 2	-	3	10
ARC414	Principles of Engineering Science 2	-	3	10
ARC436	Building Technology	-	3	10
ARC462	Building Environment Simulation and Analysis	-	3	10
Total			18	60

Year 3

Semester 1 (Level 5)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
ARC541	Structural Design I	-	3	10
ARC511	Advanced Engineering Mathematics	-	3	10
ARC551	Geotechnics I	-	3	10
ARC531	Design Procedures for Architecture I	-	3	10
ARC561	AutoCAD-3D	-	3	10
ARC521	Engineering Management and Economics	-	3	10
Total			18	60

Semester 2 (Level 5)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
ARC542	Structural Design 2	-	3	10
ARC532	Design Procedures for Architecture 2	-	3	10
ARC552	Architectural Engineering Field Studies	-	3	10
ARC562	Building Information Modeling	-	3	10
ARC522	Engineering Ethics	-	3	10
ARC533	Internship	-	3	10
Total			18	60

Year 4

Semester 1 (Level 6)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
ARC 631	Project 1	-	3	10
ARC 641	Structural Design and Analysis I	-	3	10
ARC 611	Engineering Research Methods	-	3	10
ARC 671	Energy Conservation in Buildings	-	3	10
ARC 672	Thermodynamics for Buildings	-	3	10
ARC 621	Forensic Engineering and Conservation	-	3	10
Total			18	60

Semester 2 (Level 6)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
ARC 632	Project 2	-	3	10
ARC 651	Geotechnics 2	-	3	10
ARC 622	Innovation, Enterprise and Management	-	3	10
ARC 633	Design project	-	6	20
ARC 642	Structural Design and Analysis 2	-	3	10
Total			18	60

BEng (Hons) Architectural Design Engineering

Modules Brief Descriptions

Engineering Mathematics 1

This module consolidates the mathematical skills that underpin the BEng engineering degrees.

Engineering Mathematics 2

This module consolidates the mathematical skills that underpin the BEng engineering degrees.

Principles of Engineering Science 1

This module develops the students' understanding of essential scientific principles for the study of engineering to degree level. It is designed to be accessible to students with a wide range of prior science specialisation. The subject comprises two blocks of study, common to all engineering disciplines and introduce the principles of measurement systems and units, and thermal physics.

Principles of Engineering Science 2

This module develops the students' understanding of essential scientific principles

for the study of engineering to degree level. It is designed to be accessible to students with a wide range of prior science specialisation. The subject comprises two blocks of study, common to all engineering disciplines. This module introduces mechanical and electrical principles, and engineering materials and their properties.

CAD Graphics

Topics include intermediate CAD operations, editing drawings, constructing multi-view drawings, applying text, font, style commands, dimensioning, hatching, blocks, constructing 3D objects and modifying solid objects.

Integrated Design and Construction

The course provides an integrated insight into the design and construction processes. It is designed specifically to provide an overview of design and construction management skills, competencies and tasks.

Building Technology

Building services engineers are responsible for the design, installation, and operation and monitoring of the mechanical, electrical and public health systems required for the safe, comfortable and environmentally



friendly operation of modern buildings. This course covers all of these services and their management.

Building Environment Simulation and Analysis

This course aims to provide a general understanding of, and practical experience in, computer modelling software systems which are used for simulating and predicting the environmental performance of buildings. A theoretical explanation of the processes simulated in the computer models; such as heat transfer, air flow and lighting; is followed by a description of individual software packages and practical workshops using each package.

Structural Design I

This module develops students' practice with structures into the design of concrete elements and structures using hand and computer methods. Recycling of materials, whole life costing, sick buildings are covered and the safety of building work during construction including CDM Regulations are addressed. RC detailing is introduced. Hand drawing and freehand sketching skills are taught.

Structural Design 2

This module develops students' practice with structures into the design of steel and timber elements and structures using hand and computer methods. Recycling of materials, whole life costing, sick buildings are covered and the safety of building work during construction including CDM Regulations are addressed. Hand drawing and freehand sketching skills are taught.

Advanced Engineering Mathematics

This module covers advanced undergraduate engineering mathematics.

Geotechnics I

This module introduces to the students a number of simple concepts and models which are used to describe soil and its mechanical behaviour. Standard laboratory tests are carried out and soil properties derived from the results.

Design Procedures for Architecture 1

This module consist of a personal student architectural design project embracing design studio and technology studio against a defined brief.

Design Procedures for Architecture 2

This module consist of a personal student architectural design project embracing design studio and technology studio against a defined brief.

Architectural Engineering Field Studies

This is substantially a project-based learning module. It seeks to bring together construction and materials needed for design, surveying for execution, and some geology. It emphasises the link between materials and site geological properties and their relationship with design and execution. There will be a block week devoted to a Constructionarium type activity and others including geological and site visits. Multimedia support will feature in the delivery.

AutoCAD-3D

The course covers key command revision, 3D viewing, viewports and coordinate systems, wire frame modelling, surface modelling and meshing, solid modelling, studio effects, materials and lighting, and Boolean operators.

Building Information Modelling

This module introduces the concepts of Building Information Modelling (BIM) through the development of architectural 3D models on industry standard parametric CAD systems. It covers the practical competence of architectural modelling and provides exposure to co-ordinating building information models.

Engineering Ethics

This course introduces the theory and the practice of engineering ethics using a multi-disciplinary and cross-cultural approach. Theory includes ethics and philosophy of engineering. Historical cases are taken primarily from the scholarly literatures on engineering ethics, and hypothetical cases are written by students.

Internship

This course provides the students with an opportunity to experience the industrial world and be part of a team working on real world project. The University assists each student to find the most suitable industry.

Project I

In this module students must plan, execute, review and report upon a piece of project work related to the B.Eng course. A module Guide for the project is augmented by 4 lectures.

Project 2

In this module students must plan, execute, review and report upon a piece of project work related to the BEng course. A module Guide for the project is augmented by 4 lectures.

Geotechnics 2

This module is intended to provide an understanding of the application of theory to the analysis and design of geotechnical structures.

Innovation, Enterprise and Management

The module is intended to be practical, with students developing some appropriate ideas of their own in such a way that they become practical, profitable propositions. Students will practice ways of finding ideas, testing those ideas and developing them, and will write their own business strategies, risk assessments and scenario testing so that they demonstrate the commercial viability of their ideas.

Design Project

In this module students must undertake their main architectural design project embracing design studio and technology studio against a defined brief.

Structural Design and Analysis I

This module builds on the previous studies in structures. The moment distribution method for beams and frames is introduced. The plastic analysis of beams, frames and slabs is covered. The matrix stiffness method is outlined using computer software. There is a brief introduction to dynamic analysis of structures.

The module extends the students' knowledge of material use, analysis of structural form, and ability to design in both qualitative and quantitative directions. Problems from the IStructE Part 3 papers are selected so that students can develop their analytical confidence to choose appropriate structural forms and materials and support their choice in critical peer review.

Structural Design and Analysis 2

This module builds on the previous studies in structures. The moment distribution method for beams and frames is introduced. The plastic analysis of beams, frames and slabs is covered. The matrix stiffness method is outlined using computer software. There is a brief introduction to dynamic analysis of structures.

The module extends the students' knowledge of material use, analysis of structural form, and ability to design in both qualitative and quantitative directions. Problems from the IStructE Part 3 papers are selected so that students can develop their analytical confidence to choose appropriate structural forms and materials and support their choice in critical peer review.

Engineering Research Methods

The module studies the scope and significance of engineering research. It introduces students to the various aspects of engineering research; its types, tools and methods and students will learn how to apply research techniques into real world situations. The module covers areas such as the identification of a topic by the student, proposition of hypothesis, formulation of research inquiries, development of literature review, selection of research design and

methodologies. Additionally students will learn data collection techniques; primary and secondary data collection with application to specific problems, scaling and research instrument design and sampling design.

Energy Conservation in Building

This course will provide students with the ability to quantify the energy available from sun, wind, sea, river, or the earth for a given application at a given site. Students will develop the skills to understand and analyse the potential and limitations of the available energy conversion devices and exercise basic engineering judgment in their application.

Thermodynamics for Buildings

This module covers the principles of heat transfer, fluid flow and thermodynamics for application to buildings and their engineering systems.

Forensic Engineering and Conservation

This module uses mainly case studies to look at the influence of failures on the evolution of professional practice. It teaches students an understanding of holistic design applications, conservation, and the role of regulations. It teaches, develops and assesses observational, deductive, creative and communications skills.

Engineering Practice and Design 1

The module covers design activities, sustainable development principles, and transferable skills.

Engineering Practice and Design 2

The module covers practical work, project management, health and safety and risk management, and transferable skills.

Architectural Engineering Design and Structures 1

This module focuses on Design Principles. The module explains fundamentals of mechanics of structures. Numerous worked examples are used to complement the understanding of mechanics. Students are introduced to structural elements and associated load types, the various support types and the calculation of structural section properties. Also covered are the axial, shear, bending and torque load distributions in simple determinate structures.

Architectural Engineering Design and Structures 2

This module focuses on the area of Structural Analysis. The module explains fundamentals of mechanics of structures. Numerous worked examples are used to complement the understanding of mechanics. Students are introduced to structural elements and associated load types, the various support types and the calculation of structural section properties. Also covered are the axial, shear, bending and torque load distributions in simple determinate structures.

Engineering Management and Economics

This module helps to prepare student for their future role as professional engineers in a number of ways. It includes:

- detailed study of project planning techniques, including network techniques, with preparation for the students' individual projects

- an overview of the business functions which interact with engineering
- an introduction to Systems Thinking. A formal method for studying systems will be introduced.
- an introduction to recruitment, retention and equal opportunities in employment
- the use of published Standards in engineering
- use of the BSI website to access national and international standards
- an introduction to statistics and their use in managing engineering processes
- an introduction to Quality Management, with particular reference to the ISO 9000 series
- An introduction to European Directives and harmonised standards
- Writing technical business reports, including the importance of acknowledging published sources and the use of formal methods for doing so.

BEng (Hons) Civil and Construction Engineering
Programme structure

Year 2

Semester 1 (Level 4)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
CIV431	Engineering Practice and Design 1	-	3	10
CIV411	Engineering Mathematics 1	-	3	10
CIV461	Surveying and Structures 1	-	3	10
CIV413	Principles of Engineering Science 1	-	3	10
CIV441	Structural Design	-	3	10
CIV471	Environmental Engineering	-	3	10
Total			18	60

Semester 2 (Level 4)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
CIV432	Engineering Practice and Design 2	-	3	10
CIV412	Engineering Mathematics 2	-	3	10
CIV462	Surveying and Structures 2	-	3	10
CIV414	Principles of Engineering Science 2	-	3	10
CIV422	Engineering Ethics	-	3	10
CIV451	Soil Mechanics	-	3	10
Total			18	60

Year 3

Semester 1 (Level 5)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
CIV533	Design and Construction I	-	3	10
CIV561	Civil Engineering Drawing and Surveying	-	3	10
CIV511	Advanced Engineering Mathematics	-	3	10
CIV571	Hydraulics	-	3	10
CIV542	Structural Mechanics	-	3	10
CIV581	Infrastructure and Highway Engineering	-	3	10
Total			18	60

Semester 2 (Level 5)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
CIV534	Design and Construction 2	-	3	10
CIV541	Theory of Structures	-	3	10
CIV535	Civil Engineering and Construction Field Study	-	3	10
CIV521	Engineering Management and Economics (5)	-	3	10
CIV543	Advanced Structural Analysis and Design (5)	-	3	10
CIV531	Internship (5)	-	3	10
Total			18	60

Year 4

Semester 1 (Level 6)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
CIV641	Structural Design and Analysis I	-	3	10
CIV643	Civil Engineering Materials	-	3	10
CIV652	Foundations	-	3	10
CIV632	Engineering Systems Design	-	3	10
CIV631	Engineering Research Methods	-	3	10
CIV621	Innovation, Enterprise and Management	-	3	10
Total			18	60

Semester 1 (Level 6)				
Course codes	Modules	Pre-requi-sites	Credit Hours (ASU)	Credits (LSBU)
CIV634	Current Topic in Civil and Construction Engineering	-	3	10
CIV651	Geotechnical Engineering	-	3	10
CIV642	Structural Design and Analysis 2	-	3	10
CIV633	Construction Management	-	3	10
CIV635	Project	-	6	20
Total			18	60

BEng (Hons) Civil and Construction Engineering

Modules Brief Descriptions

Engineering Mathematics 1(Arch)

This module consolidates the mathematical skills that underpin the BEng engineering degrees.

Engineering Mathematics 2(Arch)

This module consolidates the mathematical skills that underpin the BEng engineering degrees.

Principles of Engineering Science 1

This module develops the students' understanding of essential scientific principles for the study of engineering to degree level. It is designed to be accessible to students with a wide range of prior science specialisation. The subject comprises two blocks of study, common to all engineering disciplines. This module introduces the principles of measurement systems and units, and thermal physics.

Principles of Engineering Science 2

This module develops the students' understanding of essential scientific principles for the study of engineering to degree level. It is designed to be accessible to students with a wide range of prior science specialisation. The module comprises two blocks of study, common to all engineering disciplines. This module introduce mechanical and electrical principles, and engineering materials and their properties.

Advanced Engineering Mathematics

This module covers advanced undergraduate engineering mathematics.

Engineering Ethics

This course introduces the theory and the practice of engineering ethics using a multi-disciplinary and cross-cultural approach. Theory includes ethics and philosophy of engineering. Historical cases are taken primarily from the scholarly literatures on engineering ethics, and hypothetical cases are written by students.

Internship

This course provides the students with an opportunity to experience the industrial world and be part of a team working on real world project. The University assists each student to find the most suitable industry.

Innovation, Enterprise and Management

The module is intended to be practical, with students developing some appropriate ideas of their own in such a way that they become practical, profitable propositions. Students will practice ways of finding ideas, testing those ideas and developing them, and will write their own business strategies, risk assessments and scenario testing so that they demonstrate the commercial viability of their ideas.

Structural Design and Analysis 1

This module builds on the previous studies in structures. The moment distribution method for beams and frames is introduced. The plastic analysis of beams, frames and slabs is covered. The matrix stiffness method is outlined using computer software. There is a brief

introduction to dynamic analysis of structures.

The module extends the students' knowledge of material use, analysis of structural form, and ability to design in both qualitative and quantitative directions. Problems from the IStructE Part 3 papers are selected so that students can develop their analytical confidence to choose appropriate structural forms and materials and support their choice in critical peer review.

Structural Design and Analysis 2

This module builds on the previous studies in structures. The moment distribution method for beams and frames is introduced. The plastic analysis of beams, frames and slabs is covered. The matrix stiffness method is outlined using computer software. There is a brief introduction to dynamic analysis of structures.

The module extends the students' knowledge of material use, analysis of structural form, and ability to design in both qualitative and quantitative directions. Problems from the IStructE Part 3 papers are selected so that students can develop their analytical confidence to choose appropriate structural forms and materials and support their choice in critical peer review.

Engineering Research Methods

The module studies the scope and significance of engineering research. It introduces students to the various aspects of engineering research; its types, tools and methods and students will learn how to apply research techniques into real world situations. The module covers areas such as the identification of a topic by the student, proposition of hypothesis, formulation

of research inquiries, development of literature review, selection of research design and methodologies. Additionally students will learn data collection techniques; primary and secondary data collection with application to specific problems, scaling and research instrument design and sampling design.

Environmental Engineering

This module takes the principles of environmental engineering and applies them to practical applications of analysis and design. The student will be introduced to the principles of water quality, and basic water and wastewater treatment processes, and consider sustainability issues. The student will develop an understanding of the hydrological cycle and surface hydrology, and apply these principles to the calculation of precipitation and unit hydrograph. The student will also learn basics of groundwater flow, and the problem of contamination in groundwater. The unit also introduces air pollution and noise pollution.

Soil Mechanics

This module introduces a number of simple models which are used to describe soil and its mechanical behaviour. Standard laboratory tests carried out and soil properties derived from the results.

Structural Design

This module develops students' practice with structures into the design of concrete, steel and timber elements and structures using hand and computer methods. Recycling of materials, whole life costing, sick buildings are covered and the safety of building work during construction including CDM Regulations are

addressed. CAD skills are developed further from Design and Practice. RC detailing is introduced. Hand drawing and freehand sketching skills are taught.

Surveying and Structures I

This module introduces students to principles of surveying, and setting out including distance and angular measurements, levelling, volume and curve calculation, dimensional control and positioning the students will use various surveying instruments including tapes, levels, Theodolite/Total Stations. The students are also introduced to modern advances in surveying technology such as GPS and LASERS and their uses in civil engineering and construction. Knowledge is acquired through computational exercises and completion of a practical survey work.

Surveying and Structures 2

This module covers the fundamentals of structural mechanics and strength of materials are taught and numerous worked examples are used to complement the understanding. Students are taught methods of calculating section properties, shear force and bending moment diagrams, and stresses arising from axial, bending, shear and tensional loads on determinate structures. A computer aided analysis package is introduced.

Design and Construction I

This module offers the knowledge and skills of reinforced concrete design to Eurocodes, analysis of structural form and ability in design in both qualitative and quantitative directions.

Design and Construction 2

This module offers the knowledge and skills of steel design to Eurocodes, analysis of structural form and ability in design in both qualitative and quantitative directions.

Hydraulics

This module develops the fundamental principles of Fluid Mechanics and applies them to practical applications of analysis and design. The student will develop a greater understanding of the flow of ideal and real fluids and will apply these principles to the analysis and design of pipes and open channels. The student will perform simple laboratory tests and prepare a formal report.

Theory of Structures

Students are introduced to the concept and calculations of stresses and strains arising from a combination of load applications – axial, shear, bending, torsion, combined axial and bending. The state of two-dimensional stress at a point is covered here, together with the concept of complex and principal stresses. Determination of deflections in determinate and indeterminate beams will be covered in this unit. Various methods of analysis are introduced and developed: energy methods, numerical approximations (moment distribution) and force method. The plastic theory of analysis for beams is covered here. Modes and calculations for column instability are presented. Failure criteria due to combined loadings are also covered. Finally, the student is introduced to the usage of computer aided analysis using commercial software.

Civil Engineering and Construction Project Field Study

The module introduces students to the practical side of the civil and construction engineering industry. It gives them the opportunity to visit sites. It ensures that students are aware of real life situations in projects. Students will be able to critically appraise and evaluate construction management situations and report on them.

Structural Mechanics

Students will learn: Shear stresses in beams; Shear centre; Combined stresses; Torsion in non-circular sections; Unsymmetrical beam bending; Stress transformations; Introduction to Tension Analysis using stress and strain tensors; Failure theories; Deformation analysis; Approximate analysis of statically indeterminate structures.

Advanced Structural Analysis and Design

Yield line and strip theory, dynamics of multi degree of freedom systems, analysis of buildings for earthquake loads, Analysis of buildings for wind loads, detailing for ductility, tall buildings and approximate analysis of tall structures.

Civil Engineering Drawing and Surveying

Civil Engineering Drawing - Rationale, Documentation, standards, Use of CAD or BIM software to produce structural engineering drawings in concrete and steel. Interpret Civil Engineering Drawings for structures, roads and drainage. Civil Engineering Survey - Theory and practice in the use of surveying instruments as applied to Civil Engineering and Construction projects. Calculations and Survey techniques.

To plan, execute, review and report upon a piece of project work related to the BEng course being followed by the student. A Module Guide for the project is augmented by 8 lectures.

Geotechnical Engineering

This module introduce the theories of soil mechanics ant their applications to the solution of a number of geotechnical analysis and design problems.

Engineering System Design

To involve the student with the process of engineering project development from planning to detailed design working with a project team.

Civil Engineering Materials

The module provides an overview of general civil engineering material performance requirements and properties: strength, stiffness, durability, and appearance. This will include concrete, steel, and timber. The module will provide an overview of available materials, geotextile functions and mechanisms, designing with geotextiles; stresses in materials and biaxial stress systems.

Foundations

Shallow foundations design. Bearing capacities of soils, safe, net and ultimate; factor of safety; mass concrete footings; footing resisting lift; column type footings. Two-way footing concentrically or eccentrically loaded; AS 3600 code requirements; design loads; critical section for shear; punching shear and bending shear, anchor bolts. Combined footings; design

of strap or cantilever footings. Design of mat foundations. Design of retaining walls. Design of reinforced retaining walls. Sheet pile walls design. Residential footings design.

Construction Management

This module prepares students with the ability to critically appraise and evaluate the performance of the construction industry and shed light on the role of construction management.

Current Topics in Civil and Construction Engineering

The module introduces students to new issues, ideas and trends in the civil and construction engineering industry. It ensures that students are kept up-to-date with developments. Topics students will experience will include Building Information Modelling, 3D Printing, Smart buildings and Smart Cities, Modular Construction, Plastic Roads, Sustainability issues, and other related matters.

Engineering Practice and Design 1

The module covers design activities, sustainable development principles, and transferable skills.

Engineering Practice and Design 2

The module covers practical work, project management, health and safety and risk management, and transferable skills.

Engineering Management and Economics

This module helps to prepare student for their future role as professional engineers in a number of ways. It includes:

- detailed study of project planning techniques, including network techniques,

with preparation for the students' individual projects

- an overview of the business functions which interact with engineering
- an introduction to Systems Thinking. A formal method for studying systems will be introduced.
- an introduction to recruitment, retention and equal opportunities in employment
- the use of published Standards in engineering
- use of the BSI website to access national and international standards
- an introduction to statistics and their use in managing engineering processes
- an introduction to Quality Management, with particular reference to the ISO 9000 series
- An introduction to European Directives and harmonised standards
- Writing technical business reports, including the importance of acknowledging published sources and the use of formal methods for doing so.

Infrastructure and Highway Engineering

This is substantially a project based module. It brings together construction, design, contractual, planning, management and safety processes. It emphasises the link between materials and site geological properties and their relationship with design and execution. Highway engineering will occupy half the contact time and this will include geometric and structural design aspects which will integrate some geology, earthwork and drainage. The module will also include site visits.



College of
Administrative
Sciences

Cardiff Metropolitan Programmes

BA (Hons) Management and Business Studies

BA (Hons) Accounting and Finance

Extended Degree (Foundation Year)

Study Plan

Year I

Semester I

Module Code	Module Title	ASU Credit Hours
ARAB300	Arabic Language for Non-Arabic Speakers	3
ARAB301	Arabic Language	3
HIST300	Bahrain Civilisation and History	3
ENGL301	Intermediate English	3
MBS 301	Principles of Management (1)	3
CS300	Computer Skills	3

Semester 2

Module Code	Module Title	ASU Credit Hours
MATH300	Mathematics for Business	3
STAT300	Principles of Statistics	3
MBS302	Principles of Management (2)	3
ENGL302	Advanced English	3
BAF301	Principles of Accounting	3
HRL300	Human Rights	3

Module Descriptions

ENGL301 - Intermediate English

The course provides intensive practice in English including reading, oral presentations, writing, and note-taking. Academic and study skills are embedded in the course. The course develops students' English language and analytical skills in order to pursue a more advanced ASU academic English course and to cope with the literacy demands of specialised courses taught in English.

ENGL302 - Advanced English

The course provides intensive practice in advanced level reading, oral presentations, writing, and note-taking. Academic and study skills are embedded in the . This course aims to enhance students' English and analytical skills as a prerequisite for academic and professional success.

HIST300 – Bahrain Civilization and History

The aim of the module is to highlights the role of the Kingdom of Bahrain in its local, regional and international levels, through various historical eras, beginning with the Old Ages through the Islamic era, to the modern era. The module demonstrates the Arab and Islamic identity of the Kingdom of Bahrain, and the vital role it played politically and culturally.

HRL300 - Human Rights

This course deals with the basic principles of human rights in terms of the definition of human rights and its scope and source, focusing on the provisions of the international law

of human rights, which include the following international documents:

- a. Charter of the United Nations
- b. The Universal Declaration of Human Rights
- c. The International Covenant on Civil and Political Rights
- d. The International Covenant on Economic, Social and Cultural Rights
- e. Convention against Torture and Cruel, Inhumane Punishments.
- f. Protection Mechanisms and Constitutional Organisation of Public Rights and
- g. Freedom in the Kingdom of Bahrain.

ARAB301 – Arabic Language

The module provides intensive practice in Arabic at upper intermediate reading, oral presentations, writing, and note-taking.

ARAB300 – Arabic Language for Non-Arabic Speakers

The module provides intensive practice for beginners in Arabic including reading, oral presentations, writing, and note-taking.

MBS301- Principles of Management (I)

This module provides students with a basic knowledge of management concepts, principles and theories. Expose students to management functions such as planning, organising, leading and controlling as well as familiarise students with management issues and problems in business organisations and enable students to understand the application of fundamental management concepts, functions and theories.

MBS302-Principles of Management (2)

This module introduces a broad overview of the organisation functions and helps students to understand the application of management concepts to real business situations. In addition it develops critical thinking skills through exploring the integration of all organisation functions and practice interpersonal skills necessary for managerial success.

BAF301 - Principles of Accounting

The module aims to provide students with the necessary vocabulary and practical skills, techniques and abilities involved in accountancy within the modern business environment and facilitate the development of skills in numeracy, information technology and other associated disciplines.

MATH 300 -Mathematics for Business

This course exposes the students to a wide variety of problem descriptions and methods of analysis. It focuses on the field of Business and is the ideal choice if you are interested in developing mathematical skills with a business emphasis. In Addition, The course combines the fundamentals of applicable mathematics with the study of business management applications.

STAT300 -Principles of Statistics

This course deals with all aspects of the collection, processing, presentation, and interpretation of measurements or observations, that is, with all of aspects of the handling of data. Thus, data constitutes the raw material we deal with statistics, and its collection is of major concern in any statistical investigation. The topics covered are concepts, tools, techniques and methods of statistics, data managing techniques, descriptive tools, and inferential statistics.

CS 300 -Computer Skills

This course covers the following topics: basic concepts of information technology, using the computer to manager files, word processing, spreadsheets, presentation and database. This Module aims to provide students with skills of using technology and analyzing data that is used within legal scenarios. Enable students to analyses data and present it in a written form.

BA (Hons) Management and Business Studies

Study Plan

Year 2

Semester 1 (Level 4)

Module Code	Module Title	ASU Credit Hours
MBS461	Business in a Global Context	6
MBS431	Personal Development Planning	3
LAW402	Foundations of Law	3
MBS421	Finance for Managers	3
MBS451	Managing People and Organisations	3

Semester 2 (Level 4)

Module Code	Module Title	ASU Credit Hours
MIS411	Introduction to Information Systems	3
MBS433	HRM in Context	3
MBS434	Employee Relations	3
MBS465	E-Business Management	3
MBS411	Introduction to Marketing	3

Year 3

Semester 1 (Level 5)

Module Code	Module Title	ASU Credit Hours
MBS501	Contemporary Issues in Political Economy	3
MBS541	Business Operations and Improvement	3
MBS542	Business in Action	3
MBS592	Summer Experience of Work with Personal Development Planning (PDP)	3
MBS503	Research Methods for Business	3
BAF514	Investment Markets and Principles	3

Semester 2 (Level 5)

Module Code	Module Title	ASU Credit Hours
LAW501	Consumer Law	3
MBS502	Business Obligations	3
MBS553	Consumer, Culture, Commerce	3
MBS515	Integrated Marketing Communication	3
BAF514	Investment Markets and Principles	3
BAF513	Money, Banking and Risk	3

Year 4

Semester I (Level 6)

Module Code	Module Title	ASU Credit Hours
MBS665	Strategic Management	3
MBS654	Leadership and Change Management	3
MBS631	HR Strategy and Professional Practice	3
MBS653	Contemporary and International Issues in Business Ethics	3
BAF605	Investment Management	3
	Programme Elective Module	3

Programme Elective Modules in Semester I of Year 4 (Choose 1)

Module Code	Module Title	ASU Credit Hours
MBS623	International and Comparative HRM	3
MBS633	People Resourcing and Development	3
MBS622	Financial Management for Managers	3
BHL601	Bahrain Business Law	3

Semester 2 (Level 6)

Module Code	Module Title	ASU Credit Hours
MBS601	Business Structures and Regulations	3
MBS635	Legal Framework of Employment	3
MBS632	Contemporary Business Communication	3
MBS699	Graduation Project	6
	Programme Elective Module	3

Programme Elective Modules in Semester 2 of Year 4 (Choose 1)

Module Code	Module Title	ASU Credit Hours
MBS611	Strategic Brand Management and Effective Advertising	3
MBS612	International and Global Marketing	3
MBS692	Industrial Work Experience	3
MBS695	Visioning Sustainability for Change	3
MIS613	Information Systems Project Management	3
MIS612	Strategic Management of Information Systems	3
MBS663	Innovation and Entrepreneurship	3
MBS621	Launching an Enterprise	3

Module Descriptions

LAW402-Foundations of Law

This module introduces a broad foundation of legal knowledge for the future study of different areas of law by raising awareness of the legal principles and doctrines, fundamental values, procedures and processes as well as provide an appreciation of the academic skills of analysis and problem solving needed to study law.

MBS461-Business in Global Context

This module provides an introduction on the nature and operation of the business environment. It will illustrate, through example, the interrelated nature of business activity, and the pressures and tensions that shape the process of business decision making. Through analysing data and other business information, the module aims to show students how the business environment might be effectively evaluated and understood.

MBS411-Introduction to Marketing

This module introduces students to the concept of marketing, its role within the organisation, and the concepts and tools of marketing. Students will gain an understanding of the concepts of supply and demand and their effects on the market place. Students will also develop an understanding of, and an ability to apply conceptual models together with the various tools and techniques of marketing. Students will also discover how the tools can be used to develop marketing activities.

MBS421-Finance for Managers

This module is designed to provide future managers with a level of practical understanding that is genuinely useful in the workplace by covering a range of key financial areas including: how to interpret financial statements; how firms are funded; understanding costs and pricing decisions and the principles of working capital management.

MBS45 I-Managing People and Organisations

This module is a key level one module for all those students studying for a career in management. The intention of this module is to provide students with an understanding of the theory behind managing organisations and how human behaviour as well as other factors can influence their outcomes. It will introduce the students to Human Resource (HR) Management within the business environment and look at the main professional specialist areas of the HR function with regard to people resourcing; employee relations; performance management and rewards; learning and development, and organisational design and development. The module has been designed to give students an appreciation of different types of organizational structure and culture, language and communication and how the role of management can influence performance within organisations. It covers a range of themes including motivation, communication, personality, attitudes & perceptions as well as control and conflict. It emphasizes the complex nature of the relationships between individual and group behaviour and gives the students the opportunity to put these theoretical approaches into practice through an assessed training day.

MBS43 I-Personal Development Planning

This module applies and expands on students' knowledge to develop an understanding of employability, and the personal, social, academic, reflective and professional skills required. Additionally it will provide an accurate

evidence base for their evolving employability attributes and skills.

MIS41 I-Introduction to Information Systems

This module introduces students to the subject of managerial levels, department organisation and information systems in a typical organisation.

MBS433-HRM in Context

HRM in Context aims to provide a broad perspective on the contemporary business issues and external context shaping HR Activities and HR professional practice within organisations and the forces shaping the HRM agenda. The module further aims to provide an examination of the diversity of HR issues and the primary role and key functions of HR with reference to models, theories and concepts of HRM. The module also seeks to provide an overview of the main professional specialist areas of the HR function with regard to people resourcing; employee relations; performance management and rewards; learning and development, and organisational design and development. The module also considers the nature and dynamics of the relationship between HR, senior and line management and the workforce. Finally, through a consideration of the above HRM issues the module aims to provide students with the opportunity to develop effective planning, analytical and problem solving skills.

MBS465-e-Business Management

It is often the case that a large investment will have been made in the development and

implementation of an e-business presence and senior managers need to ensure that this investment is delivering its objectives. They will want to find and resolve problems with the site and to exploit approaches and features that are working well. They will also want to ensure that the systems are secure and that both the customer and business can be confident that their data and transactions are protected using the most appropriate and effective strategies and technologies. The aims of this module therefore are to equip managers with the skills and strategies to understand how their customers browse web sites and seek information, principles of secure systems, content management and how to use the most effective analytic tools, interpret the results and take appropriate action.

MBS503-Research Methods for Business

This module is designed to introduce students to the research process. It is geared towards guiding students through each of the component parts of the research process including approach and philosophy, design and methodology, sampling, data collection and analysis, quantitative and qualitative research techniques, together with the associated issues of ethics, validity, reliability and generalizability. It aims to provide students with an ability to understand and interpret research in general, and to provide them with practical research skills to undertake independent pieces of research. These can provide the foundation for dissertations undertaken in the third year of study.

MBS501-Contemporary Issues in Political Economy

This module provides the student with a comprehensive evaluation of the international global economy and the political forces that surround it. It will seek to set in historical context the rise of the global political economy and the institutional framework around which it operates today. On completion of this module students will be more economically and politically aware, and be able to explain the nature of global relations and the implications these might have on the performance of the global economy, and hence on the external environment of business.

MIS612-Strategic Management of Information Systems

Organisations increasingly rely on information systems to support decision-making at all levels, particularly the strategic level. This module is designed to give the student an essential understanding of the manner in which information systems impact on organisations and their environment.

MBS542-Business in Action

This module provides students with the opportunity to develop a more holistic view of business and the impact of, and relationship between, a range of business disciplines on business decision making and performance. It seeks to integrate content from across the year, and provide a vehicle for students to develop critical business skills in decision making and team working. The Patchwork

Portfolio encourages students to reflect upon their performance and evaluate their success in this process, developing self-awareness and critical reasoning abilities.

MBS592-Summer Experience of Work with Personal Development Planning

This module enables students to develop a greater understanding of the world of work, through which students will be able to develop their problem-solving, self-analytical, self-reflection, interpersonal and communication skills by drawing on the experience of a workplace setting. To enhance students employability and awareness of career opportunities; and to provide authentic learning situations in which students articulate their skills, attributes, knowledge and experience in written form and verbally within a framework of employer requirements.

MBS515-Integrated Marketing Communications

This module builds upon the knowledge of promotion gained at level one. It enables students to acquire a sound working understanding of communications principles and promotional practices and to choose appropriate promotional elements within an integrated marketing communications plan to meet marketing objectives.

BAF514-Investment Markets and Principles

This module is designed to provide the student with the ability to design, construct and evaluate investment portfolios for individuals

and businesses. Special attention will be paid to the different advantages and disadvantages of self-managed and indirectly managed investments.

BAF513-Money, Banking and Risk

At a macro level, students will gain an understanding of how financial institutions operate (both nationally and internationally) and how they are regulated. At a micro level, the module will consider how businesses manage risk in key business areas such as cash flow, exchange rates and interest rates.

MBS699-Graduation Project

This module is intended to develop the students' ability to manage a major research project using analytical and creative skills to study and present a significant topic of personal interest to them but guided by a tutor. The module offers the opportunity to pursue individual interests and specialism within the context of structured, academic and vocationally relevant research.

MBS665-Strategic Management

This module introduces students to the theory and practice of strategic management, and the holistic way in which it draws upon a wide variety of managerial functions in its creation. It will establish the main principles against which strategic decisions are made, how strategy is created and the forms it might take, and the problems and issues associated with its implementation. Particular emphasis will be given to the process of business innovation and the implications of change and its management within organizations. Where possible, the

module will draw on existing knowledge and develop it from a strategic perspective. Students will be encouraged to apply their knowledge and awareness of strategy to the practitioner environment in a variety of ways such as debates, discussions, case studies, analysis, presentations and problem solving.

BAF605-Investment Management

Since the global crash of the mid 2000's the world of finance has changed irrevocably. This module looks at the impact of these changes and explores the relevance today of models developed in the late 20th Century.

MBS612-International and Global Marketing

This module applies and expands on students' knowledge of marketing in an international and global context. It explores how organisations utilise the conceptual models, tools and techniques of marketing to design, plan and implement international and global marketing strategies. It also examines the corporate social, ethical and environmental issues that must be taken into account in the international and global marketing of goods or services.

MBS663-Innovation and Entrepreneurship

This module is designed to develop the way students interpret information. In today's fast-moving environment, knowledge management and innovative problem solving techniques are needed within all organisations large and small both national and international. This module will include development into the world of innovation, change management and

entrepreneurship to challenge the student to pull together critical concepts of process improvement, e-commerce and innovation into a single framework. The aim of this module is to provide students with an insight into the nature, purpose and practice of Innovation and Entrepreneurship within a context of swift and dynamic change in national and global economies.

MBS654-Leadership and change management

This module builds students comprehensive knowledge of the leadership concepts, theories and group formation and performance in business organizations. Additionally, the module enable students to apply different leadership approaches and theories in business organizations, to compare different types of groups, teams and mechanisms for leading these groups and to assess group performance and achievements in business organizations.

MBS 631 -HR Strategy and Professional Practice

The purpose of this module is two-fold. Firstly, with regard to HR strategy the module allows students to explore the variety of strategic choices open to HR managers and in doing so develop a critical understanding of the key concepts involved in the formulation, implementation and integration of HR strategy and policies to achieve organisational aims and improve overall organisational performance. Secondly, with regard to HR professional practice the module will provide students with the opportunity to consider their own knowledge, skills and experiences and map these

to the role, requirements and expectations of a HR professional. Furthermore, the student is expected to develop their own professional practice throughout this module, as applied through individual and group work. The module integrates two key areas of strategy and practice to provide students with the opportunity to interrogate information and apply relevant HR tools and techniques to evaluate current HR practice within an organisation and in doing so synthesise and reflect upon their own learning and professional practice.

MBS632-Contemporary Business Communication

This module allows exploration of concepts and issues in modern global business communication from mass and interpersonal communication perspective. It will develop student knowledge and appreciation of the social nature of intercultural and cross cultural communication through the study of computer mediated communication, visual, verbal and non-verbal communication in business environments.

MBS541-Business Operations and Improvement

This module equips students with an understanding of business operations management and ways to measure and improve internal operations and those in the value chain. It also considers both the manufacturing and service environment operations and introduces the students to the relevant tools and techniques of operational improvement and performance management. It examines quality management tools techniques and philosophies in relation to both manufacturing

and service operations. It further considers the business in relation to its value chain by examining the nature of extended supply chains and supply chain management.

MBS611-Strategic Brand Management and Effective Advertising

This module provides students with the ability to critically analyse the attributes of branding and to strategically manage a brand in the marketplace. Students will also learn how to critically evaluate the importance of strategic advertising as an integral part of brand building and the importance of strategic planning for brand communications. Emphasis will be placed on how to evaluate and analyse 'brand equity' and why brand communications is critical for the manufacturer, retailer and consumer.

MBS434-Employment Relations

The purpose of this module is to introduce students to Employment Relations (ER) and explain the continuing importance of ER in the context of managing organisations in a dynamic legal and political environment. The module will consider the legal aspects and theories, concepts and debates concerning the employment relationship, and consider the nature of ER in the modern workplace. It will focus on the main actors in ER and the behavioural issues that arise and explore the legal and contextual factors that constitute the dynamic area of ER. Practical and procedural issues will be considered in order to give students an insight into the operational aspects of ER. Integral to this module is an introductory overview of the major areas of employment legislation with regard to employee relations.

MBS504-Business Intelligence

This module introduces students to the theory underpinning information, data and knowledge management. It provides the student with the ability to evaluate and apply the methodologies, tools and techniques used in the development of databases and the management and analysis of data, including relational, non-relational and next-generation technologies.

LAW504-Consumer Law

Consumer protection is primarily about consumers in competitive markets. Having the knowledge and understanding of commercial issues extant within consumer law is therefore an essential tool for future managers in any business environment. The module therefore aims to provide a broad understanding of the role of law and its impact on business in protecting consumers through policies, principles and statutory regulation at domestic and European levels.

MBS502-Business Obligations

This module provides an introduction to the principles that underpin the law of contracts and torts through the study of doctrines and rules, purposes and functions to promote critical understanding of the connections between contracts and torts in business context.

MBS553-Consumers, Cultures and Commerce

Consumer behaviour is an exciting, dynamic and growing field of marketing. This twenty credit module actively challenges the student to embrace the principles, methods

and challenges that impact on consumer consumption in the 21st Century. The aim of the module is to create awareness and understanding of the influences on consumer behaviour and the process of decision-making and to put these concepts into the context of marketing management. Students' will build upon theoretical insights gained from these perspectives to evaluate all aspects of consumer culture, including how we interact with brands, relate to advertising, form self-concepts and interact with others through consumption.

MBS653-Contemporary and International Issues in Business Ethics

This module aims to build upon students' understanding of ethics. It explores a wide range of contemporary ethical issues within a global business framework and aims to investigate and analyse emerging ethical issues in national and international business. In recent times Business Ethics and issues of Responsible Business have assumed greater importance for managers both nationally and internationally and across private and public sector organisations. Academic scrutiny and public concern have increasingly been directed towards ethical issues of governance, organisational effectiveness and the roles and responsibilities of those who manage organisations, therefore this module aims to prepare students as future managers of responsible business.

MBS601-Business Structures & Regulations

This module explores the nature of business structures, with particular emphasis on corporate organisations, and to consider the internal and external regulations in place. It introduces students to the different business structures and will be asked to consider the specific advantages and disadvantages of each before focusing on traditional company law with emphasis on stakeholders through consideration of the role of law in regulating business practices.

MBS635-Legal Framework in Employment

This module explores the nature of the employment relationship, both through the study of policy and legal theory, and through practical application of legal principles in connection with realistic case-studies.

MBS623-International and Comparative HRM

This module discusses the conceptual problems of both comparative and international analysis of organisational HR practices and national employment systems. It also compares and contrasts national employment systems in order to evaluate the HRM models, policies and procedures in different countries and cultural, institutional and legal constraints, as well as the different strategies and structures of multinational corporations including international management recruitment, training and reward strategies. It further critically assesses the importance of political ideology as an influence on government action, policies and legislation and examine the role of

management, trade unions and the State from a comparative perspective.

MBS633-People Resourcing and Development

The aims of this module are to provide an understanding and appreciation of the context, form and content of HR policies on people resourcing throughout the 'employment life cycle' of employees. HR strategies on people resourcing encompass a range of fundamental activities which all managers are involved in regardless of their specialism. Such strategy will include policies on the recruitment, selection and induction of new staff; monitoring the performance of and rewarding existing staff; retaining staff and managing their absence; releasing staff through redundancy, retirement or dismissal; and workplace equality, diversity and well-being. This module also considers the way in which externally driven legal and regulatory, competitive, and ethical considerations and constraints impact upon the formulation and implementation of people resourcing strategies. Integral to the module is an introductory overview of the major areas of employment legislation with regard to people resourcing.

MBS622-Financial Management for Managers

This module is designed to build on the finance related knowledge and skills acquired by students in their earlier studies and provide a strategic understanding of financial management policy and practices. The module complements other final year modules in the finance area e.g. investment management and taxation. It will provide a sound understanding of modern corporate finance theory and practice and will equip students with the ability

to analyse internal and external accounting statements.

MBS692-Industrial Work Experience

This module allows students an opportunity to undertake a full year secondment to gain experience in an organisation relevant to their degree award. Students should be able to transfer and apply diagnostic and creative skills, and exercise significant judgment in a range of situations through their experience in their work placement.

MBS695-Visioning Sustainability for Change

This module aims to provide students with important insights and understanding on the key market-based instruments for stimulating behavioural change for more responsible and enduring sustainable behaviour. It will illustrate, through case examples, the need for individual and organisational behavioural change due to declining natural resources and ecosystem services and critically consider the important concepts, tools, approaches and measures to progress on sustainable development for sustainability. Through the critical analysis of information, the module aims to show students how government, business and society can be effective in progressing behavioural change for the display of lasting pro environmental behaviour.

MBS611- Information Systems Project Management

This module provides students with the practical skills and theoretical background to undertake self-managed projects and to

assist in the management of team efforts. The emphasis is on recognising that in recent years there is a “software crisis”. This module aims to equip the student with informed opinion on some of the various solutions to this crisis currently proposed for more effective management of projects involving Information Systems.

MBS621-Launching an Enterprise

This forty credit module actively challenges the student to embrace the principles, methods and challenges of launching a new enterprise in the 21st Century. The module's central focus is the submission of a cohesive, robust and accurate project that will be evaluated both practically and academically. The project itself will incorporate dimensions from every element of the business paradigm as well as incorporating a detailed research undertaking, an essential for any graduate.

B.A. (Hons) Accounting and Finance

The compulsory courses (marked “C”) are essential in terms of delivering the necessary content to satisfy the academic requirements of a graduate in this area. Optional courses are denoted “O”.

Foundation (LEVEL 3)

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Arabic Language	ARAB 301			
Arabic for Non Arabic Speakers	ARAB 300	10	C	1
Intermediate English	ENGL 301	10	C	1
Bahrain Civilization &History	HIST 300	10	C	1
Principles Of Management (1)	MBS 301	10	C	1
Computer Skills	CS 300	10	C	1
Mathematics for Business	MATH 300	10	C	2
Principles of Statistics	STAT 300	10	C	2
Principles Of Management (2)	MBS 302	10	C	2
Advanced English	ENGL 302	10	C	2
Principles of Accounting	BAF 301	20	C	2
Human Rights	HRL 300	10	C	Summer
Total		120		

YEAR I (LEVEL 4)

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Financial Accounting	BAF 408	20	C	1
Business in a Global Context	MBS 461	20	C	1
Personal Development Planning	BAF 407	10	C	1
Digital Accounting	BAF 419	10	C	1
Management Accounting	BAF 409	20	C	2
Quantitative Methods	BAF 403	20	C	2
Financial Services: Regulation and Ethics in the GCC Region	BAF 404	10	C	2
Business Applications	BAF 410	10	C	2
Total		120		

YEAR 2 (LEVEL 5)

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Performance Management	BAF 510	10	C	1
Money, Banking & Risk	BAF 513	10	C	1
Financial Management	BAF 506	10	C	1
Investment Markets & Principles	BAF 514	10	C	1
Research Skills	BAF 511	10	C	1
Summer Experience of Work with Personal Development Planning	BAF 531	10	C	1
Financial Reporting	BAF 501	10	C	2
Taxation	BAF 507	10	C	2
Audit and Assurance	BAF 503	10	C	2
Financial Services	BAF 519	10	C	2
Corporate and Business Law	BAF 515	10	C	2
Financial Accounting in Islamic Finance	BAF 520	10	C	2
Total		120		

YEAR 3 (LEVEL 6)

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Audit and Corporate Governance	BAF 603	10	C	1
Business Planning: Taxation	BAF 614	10	C	1
Advanced Performance Management	BAF 600	10	C	1
Advanced Financial Management	BAF 604	10	C	1
Investment Management	BAF 605	10	C	1
Elective S1-I		10	O	1
Advanced Financial Reporting	BAF 602	10	C	2
Industrial Work Experience	BAF 630	10	C	2
Graduation Project	BAF 609	20	C	2
Advanced Audit	BAF 615	10	C	2
Elective S2-I		10	O	2
Total		120		

Year 3 (Level 6) Term 1 Electives (S1)

Advanced Computation taxation	BAF 601	10	○
Strategic Management	MBS 665	10	○

Year 3 (Level 6) Term 2 Electives (S2)

Islamic Accounting	BAF 691	10	○
Capital Markets and Derivatives	BAF 611	10	○
Behavioral Finance	BAF 613	10	○
The Grand Pursuit – The people & ideas that made modern finance	BAF 619	10	○

Programme Elective Modules in Semester 2 of Year 4 (Choose 1)

Module Code	Module Title	ASU Credit Hours
BAF691	Islamic Accounting	3
BAF611	Capital Markets and Derivatives	3
BAF613	Behavioral Finance	3
BAF619	The Grand Pursuit	3

Module Descriptions

BAF301 - Principles of Accounting

The module aims to provide students with the necessary vocabulary and practical skills, techniques and abilities involved in accountancy within the modern business environment and facilitate the development of skills in numeracy, information technology and other associated disciplines.

BAF 419 -Digital Accounting

To provide an introduction to the use of accounting specific computer software i.e. 'Sage Line 50'

BAF 403 -Quantitative Methods

To provide students with the quantitative techniques required to successfully undertake their programme of study.

BAF 404 – Financial Services: Regulation and ethics in the GCC region.

This module aims to provide an insight into the structure and purpose of the GCC Financial Services Industry. It investigates the impact of changes in the market place and encourages analysis of current issues.

This module is aimed at students with an interest in a career in Accountancy, Financial Services or Investment Banking.

BAF 408 - Financial Accounting

To provide students with the necessary vocabulary and practical skills, techniques and abilities involved in accountancy within the modern business environment and facilitate the development of skills in numeracy, information technology and other associated disciplines.

BAF409 - Management Accounting

To provide students with an awareness of the pivotal nature of accountancy in the business environment as a unifying and directing force.

To enable students to make reasoned input into the decision-making processes of a business based on analysis of the various forms of data within the organization.

BAF410 - Business Applications

To provide students with the knowledge and skills to use modern office application software.

BAF 402 - Business in Global Context

The aim of this module is to introduce students to the nature and operation of the business environment. It will illustrate, through example, the interrelated nature of business activity, and the pressures and tensions that shape the process of business decision making. Through analyzing data and other business information, show students how the business environment might be effectively evaluated and understood.

BAF407 - Personal Development Planning

The aims of this PDP module are for students to develop an understanding of employability, and the personal, social, academic, reflective and professional skills required. Additionally it will provide an accurate evidence base for their evolving employability attributes and skills.

BAF501 - Financial Reporting

This module aims to build on the knowledge, the written and the numerical problem solving skills gained in financial accounting. It aims to provide an understanding of the theory and the regulatory environment of financial reporting and of the contents and requirements of the principal accounting standards.

BAF503 - Audit and Assurance

This module aims to give students an introduction to the understanding of the nature and objectives of an audit and general auditing practice. It will provide the basic foundations on which Auditing and Corporate Governance can build upon. Students should be able to apply the principles of auditing to situations that they may meet in practice and critically evaluate the role of the auditor.

BAF406 - Financial Management

The course is designed to build on the finance related knowledge and skills acquired by students in their earlier studies. It will provide a sound introduction to modern corporate finance theory and practice and will also prepare the students for further studies in this area at Level 6.

BAF507 - Taxation

This course aims to provide the students with an understanding of the economic, political and ethical principles underlying taxation, the sources of tax legislation and the calculation of the tax liability of an individual, an unincorporated business and a limited company.

BAF510 - Research Skills

This course is designed to provide students with an introduction to the skills necessary for undertaking research. It focuses upon building appropriate strategies for students to review literature and present data, having considered and designed appropriate methods of collection, in preparation for the setting of aims and objectives in relation to a research exercise.

BAF511 - Performance Management

The course is designed to build on the finance related knowledge and skills acquired by students in their earlier studies. It will provide a sound understanding of modern management accounting theory and practice & prepare the students for more advanced studies in this area at level 3.

The emphasis of this course is on:

- (1) Developing a deep understanding of the integrated nature of the accounting system and demonstrating how a system of budgetary planning and control is essential to be consistently successful.
- (2) more advanced applications of the basic theory and principles covered in the first year e.g. the use of absorption/job costing principles in more specialized areas such as long term contracts, etc.;
- (3) An introduction to new theories and techniques and an examination of the current academic debate as to their usefulness and relevance e.g. ABC; ZBB; Target costing; Life cycle costing etc.
- (4) Decision relevance.

BAF513 - Money, Banking and Risk

This course is designed to provide the student with an awareness of both the historical aspect of the world's financial systems and also an understanding and appreciation of the causes and possible solutions to the on-going "credit crunch" of 2008. On a macro level students will gain an understanding of how financial institutions operate (both nationally and internationally) and how they are regulated. On a micro level the course will consider how businesses manage risk in key business areas such, cash flow, exchange rates and interest rates.

BAF515 - Corporate and Business Law

The aim of this course is to introduce the student to a range of legal issues relating to aspects of business most relevant to the accounting profession. It will provide the context of the legal system within Bahrain before moving on to explore the law relating to obligations and employment and their practical application to the business world. The formation and constitution of the main types of business organizations is also an important feature of this course and there will be an emphasis on the management, administration, financing and legal regulation of the general partnership, the limited liability partnership and the registered limited company. The legal implications of these business structures in times of difficulty or crisis and the some consideration of the ethical and governance issues relation to business will complete the course.

BAF519 - Financial Services

This course analyses the structure and key features of the Financial Services industry and the changing economic, social and business context in which it operates .

BAF520 - Financial Accounting in Islamic Finance

The module will provide an overview of the rapid growth in Islamic finance worldwide with respect to the international accounting framework and regulations. The module will also inform about Shariah laws and its governing principles that form the basis of the Islamic financial system in order to appreciate and understand the differences in accounting and reporting between conventional and specific standards (e.g. IFRS compared to Accounting and Auditing Organizations for Islamic Finance Institutions standards).

BAF 514 - Investment Markets and Principles

This course is designed to provide the student with the ability to design, construct and evaluate Investment portfolios for individuals and businesses. Special attention will be paid to the different advantages and disadvantages of self-managed and indirectly managed investments.

BAF531 - Summer Work Experience with Personal Development Planning

Enable students to develop a greater understanding of the world of work, through which students will be able to develop their problem-solving, self-analytical, self-reflection, interpersonal and communication skills by drawing on the experience of a workplace

setting. Enhance student's awareness of the requirements of future career options and how to plan to meet these. Provide authentic learning situations in which students articulate their skills, attributes, knowledge and experience in written form and verbally within a framework of employer requirements.

BAF600 - Advanced Performance Management

The module is designed to build on the finance related knowledge and skills acquired by students in their earlier studies, particularly those acquired via study of the Management Accounting and Performance Management modules. It will also provide a strategic understanding of performance measurement techniques and practice. The assessment in this module enables students to secure exemption from the ACCA paper F5.

BAF603 - Audit and Corporate Governance

This course builds upon the basic foundations developed in Auditing and Assurance. Students should be able to apply advanced auditing techniques as well as dealing with corporate governance in audit and general auditing practice. Students should be able to apply the principles of auditing to situations that they may meet in practice and critically evaluate the role of the auditor.

BAF601 - Advanced Taxation

This course builds on the knowledge gained in Taxation and aims to provide the students with an understanding of the calculation of the corporation tax and its liabilities of a limited company, the capital gains tax liabilities

of individuals and business, the taxation of partnerships and the international aspects of taxation relating both to individuals and companies.

BAF602 Advanced Financial Reporting

This module aims to build on the knowledge, the written and the numerical problem solving skills gained in Financial Reporting. It aims to provide an understanding of the theory and the regulatory environment of financial reporting and of the contents and requirements of the principle accounting standards.

BAF604 - Advanced Financial Management

The course is designed to build on the finance related knowledge and skills acquired by students in their earlier studies, particularly those acquired via study of Financial Management in their second year. It will also provide a strategic understanding of financial management policy and practices.

The course complements other 3rd year courses in the finance area, particularly investment management and taxation. It does more than any other course to integrate various aspects of students' accounting studies from the viewpoint of the finance director or treasurer. A pass in this course provides exemption from the ACCA paper F9.

BAF609 - Graduation Project

This module is intended to develop the students' ability to manage a major research project using analytical and creative skills to study and present a significant topic of personal interest to them but guided by a tutor. The module offers the opportunity to

pursue individual interests and specialism within the context of structured, academic and vocationally relevant research.

BAF611 - Capital Markets and Derivatives

The course is designed to build on the finance related knowledge and skills acquired in core courses a strategic understanding of capital markets and their most volatile instruments. It will provide a sound understanding of modern corporate finance theory and practice and will equip students with the ability to analyze internal & external accounting statements.

BAF613 - Behavioural Finance

Behavioural Finance is a study of how investor behaviour and behaviour patterns impacts on investment decisions. The field looks at cognitive psychology, economics and investor needs. This module aims to provide students with a detailed understanding of Behavioural Finance.

BAF614 – Business Planning: Taxation

This module builds on the knowledge gained in Taxation and aims to provide the students with an understanding of areas of personal and corporate taxation and of techniques of personal and corporate tax planning. This module builds upon the basic foundations developed in Auditing and Assurance and the intermediate knowledge generated from Auditing and Corporate Governance. Students should be able to apply advanced auditing techniques as well as dealing with the critical aspects of managing an assurance engagement. Students will develop an understanding of the



audit of not-for-profit entities as well as non-specialized profit oriented entities.

The assessment in this module enables students to secure exemption from the ICAEW Professional Application examination.

BAF6019 - The Grand Pursuit – The people & ideas that made modern finance

The aim of this course is to explore the evolution and design of financial engineering and economic theory over the centuries in order to evaluate the intellectual criteria on which current policy is based.

BAF630 - Industrial Work Experience

The aim of this course is to allow students an opportunity to gain industrial experience in an organisation. Students should be able to transfer and apply diagnostic and creative skills, and exercise significant judgment in a range of situations.

BAF605 - Investment Management

Since the global crash of the mid 2000's the world of finance has changed irrevocably .This module looks at the impact of these changes and explores the relevance today of models developed in the late 20th Century.



MBS665 - Strategic Management

The aim of this module is to introduce the students to the theory and practice of strategic management, and the holistic way in which it draws upon a wide variety of managerial functions in its creation. It will establish the main principles against which strategic decisions are made, how strategy is created and the forms it might take, and the problems and issues associated with its implementation. Particular emphasis will be given to the process of business innovation and the implications of change and its management within organizations. Where possible, the

module will draw on existing knowledge and develop it from a strategic perspective. Students will be encouraged to apply their knowledge and awareness of strategy to the practitioner environment in a variety of ways such as debates, discussions, case studies, analysis, presentations and problem solving.

Academic Calendar 2018/2019

First Academic Semester 2018/2019			
From	To	Day	Activities
09/09/2018		Sunday	First working day for Faculty Members
12/09/2018	15/09/2018	Wednesday - Saturday	Guidance, Registration, Add & Drop of Courses
11/09/2018		Tuesday	Hijri New Year Holiday*
16/09/2018		Sunday	Commencement of Study
16/09/2018	20/09/2018	Sunday - Thursday	Late Registration, Add & Drop of Courses
19/09/2018	20/09/2018	Wednesday - Thursday	Ashura Holiday*
24/09/2018		Monday	Induction Day for New Students
23/10/2018	01/11/2018	Tuesday - Thursday	Midterm Exams –Interval 1 **
03/11/2018	8/11/2018	Saturday - Thursday	Midterm Exams – Interval 2 ***
10/11/2018		Saturday	Last Day of Withdrawal from Courses
18/11/2018	22/11/2018	Sunday- Thursday	Guidance, Early Registration for the 2 nd Semester
20/11/2018		Tuesday	Prophet's Birth Holiday*
16/12/2018	17/12/2018	Sunday - Monday	National Day Holiday
18/12/2018	03/01/2019	Tuesday - Thursday	Final Examinations
01/01/2019		Tuesday	New Year's Holiday
04/01/2019		Friday	Student's Break

Academic Calendar 2018/2019

Second Academic Semester 2018/2019			
13/01/2019	19/01/2019	Sunday - Saturday	Guidance, Registration, Add & Drop of Courses
20/01/2019		Sunday	Commencement of Study
20/01/2019	24/01/2019	Sunday - Thursday	Late Registration, Add & Drop of Courses
28/01/2019		Monday	Induction Day for New Students
28/02/2019	09/03/2019	Thursday - Saturday	Midterm Exams – Interval I **
10/03/2019	16/03/2019	Sunday - Saturday	Midterm Exams Interval 2 ***
16/03/2019		Saturday	Last Day of Withdrawal from Courses
24/03/2019	28/03/2019	Sunday - Thursday	Guidance, Early Registration for the Summer Semester
24/04/2019	11/05/2019	Wednesday - Saturday	Final Examinations
01/05/2019		Wednesday	Labor Day Holiday
12/05/2019		Sunday	Student's Break

Academic Calendar 2018/2019

Summer Academic Semester 2018/2019			
19/05/2019	21/05/2019	Sunday - Tuesday	Guidance, Registration, Add & Drop of Courses
22/05/2019		Wednesday	Commencement of Study
22/05/2019	25/05/2019	Wednesday- Saturday	Late Registration, Add & Drop of Courses
08/06/2019	13/06/2019	Saturday - Thursday	Midterm Exams – Interval I **
15/06/2019	20/06/2019	Saturday - Thursday	Midterm Exams Interval 2 ***
04/06/2019	06/06/2019	Tuesday - Thursday	Eid Al-Fitr Holiday
18/06/2019		Tuesday	Last Day of Withdrawal from Courses
26/06/2019	01/07/2019	Wednesday - Monday	Guidance and early Registration of 1st Semester of the Academic Year 2019/2020
06/07/2019	16/07/2019	Saturday - Tuesday	Final Examinations
17/07/2019		Wednesday	Student's Break
28/07/2019		Sunday	Faculty Member's Leave

First Academic Semester 2019/2020

08/09/2019		Sunday	First working day for Faculty Members
09/09/2019	10/09/2019	Monday - Tuesday	Ashura Holiday*
11/09/2019	14/09/2019	Wednesday - Saturday	Guidance, Registration, Add & Drop of Courses
15/09/2019		Sunday	Commencement of Study

* In Pursuant to the Hegira Calendar.

** Interval 1: No Classes - Exams for Multi Section Courses and General Studies Courses.

** Interval 2: Regular Classes - Exams for Single Section Courses.





ASU



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