

# ASU



جامعة العلوم التطبيقية  
APPLIED SCIENCE UNIVERSITY



# UNIVERSITY

P R O S P E C T U S

2016 - 2017





## Table of Contents

Message from the Chairman of the Board of Trustees	6
Message from the President	7
Board of Trustees (BOT)	8
University Council	8
ASU in Brief	9
Vision, Mission, Values and Goals of ASU	11
Colleges and Departments	12
Academic Programmes	12
<b>Bachelor Programmes</b>	13
University Requirements (Courses)	14
Compulsory Courses and their descriptions	14
Elective Courses and their descriptions	16
<b>College of Administrative Sciences</b>	18
College Compulsory Courses and their descriptions	19
<b>Department of Business Administration</b>	24
Bachelor in Business Administration	25
Study Plan	25
Course Descriptions	27
<b>Department of Accounting and Finance</b>	34
Bachelor in Accounting (Arabic)	35
Study Plan	35
Course Descriptions	37
Bachelor in Accounting and Finance (English)	45
Study Plan	45
Course Descriptions	48
<b>Department of Management Information Systems</b>	54
Bachelor in Management Information Systems (English)	55
Study Plan	55
Course Descriptions	57

<b>Department of Political Science</b>	64
Bachelor in Political Science (Arabic)	65
Study Plan	65
Course Descriptions	68
<b>College of Arts and Science</b>	75
College Compulsory Courses and their descriptions (Department of Design and Arts only)	75
College Elective Courses and their descriptions (Department of Design and Arts only)	76
College Compulsory Courses and their descriptions (Department of Computer Science only)	77
<b>Department of Design and Arts</b>	78
Bachelor in Graphic Design (Arabic)	79
Study Plan	79
Course Descriptions	82
Bachelor in Interior Design (Arabic)	87
Study Plan	87
Course Descriptions	90
<b>Department of Computer Science</b>	96
Bachelor in Computer Science (English)	97
Study Plan	97
Course Descriptions	100
<b>College of Law</b>	106
College Compulsory Courses and their descriptions	107
<b>Department of Public and Private Law</b>	110
Bachelor in Law (Arabic)	111
Study Plan	111
Course Descriptions	114
Regulations for a Bachelor Degree	124

<b>Master Programmes</b>	145
<b>College of Administrative Sciences</b>	145
<b>Department of Business Administration</b>	146
Master in Business Administration (Arabic)	
Study Plan	
Course Descriptions	
Master in Human Resource Management (Arabic)	147
Programme Compulsory Courses	147
Programme Elective Courses	147
Course Descriptions	148
<b>Department of Accounting and Finance</b>	152
Master in Accounting and Finance	153
Study Plan	153
Course Descriptions	153
<b>College of Law</b>	
<b>Department of Public and Private Law</b>	
Master in Law (Arabic)	173
Study Plan	
Course Descriptions	
Master in Commercial Law (Arabic)	
Study Plan	
Course Descriptions	
Regulations for a Master Degree	
University Faculty Members 2015-2016	
University Calendar 2016-2017	
University Calendar 2017-2018	



**Professor Waheeb Ahmed Alkhaja**  
**Chairman / Board of Trustees**

A very warm welcome to the Applied Science University 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, extra curricular, community and sporting activities – as well as developing the knowledge and transferable skills needed for employability.

We deliver undergraduate and master programmes, across three 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.



**Professor Ghassan F. Aouad**  
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 Arab 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 recently launched by 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 | Board Member |
| 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. President  | Chairman |
| 2. Vice President for Academic Affairs & Development        | Member   |
| 3. Vice President for Admin, Finance & Community Engagement | Member   |
| 4. Dean, Research & Graduate Studies                        | Member   |
| 5. Dean, College of Law                                     | Member   |
| 6. Dean, College of Administrative Sciences                 | Member   |
| 7. Dean, College of Arts & Science                          | Member   |
| 8. Dean, Student Affairs & Evening Studies                  | Member   |
| 9. Dean, Admissions and Registration                        | 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.

### Old Campus:

Until the academic year 2012-2013, ASU was situated in the Juffair district of Bahrain, located in a 4 block building, namely Block A, B, C and D. Blocks A, B and C are spread over the ground and a first floor. Block D is spread only on the first floor. Block B held the Quality Assurance and Accreditation center, the Office of Student Affairs, and the PR department. Apart from classrooms, the university also had sufficient parking area for the staff; and has rented a parking area for the students. ASU had a large cafeteria area, a smoking area and student sitting areas.

### New Campus:

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 location of the campus takes into account its geographical position – lying between Manama and Riffa, it is in the Central Governorate which is an area of high population, making it easily accessible from the most remote parts of Bahrain within a period of time that normally does not exceed 20 minutes.



## 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 & 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

## 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

- i. Bachelor Degree in Business Administration
- ii. Bachelor Degree in Accounting
- iii. Bachelor Degree in Accounting and Finance.
- iv. Bachelor Degree in Political Science
- v. Bachelor Degree in Management Information Systems
- vi. Bachelor Degree in Graphic Design
- vii. Bachelor Degree in Interior Design
- viii. Bachelor Degree in Computer Science
- ix. Bachelor Degree in Law

### Postgraduate Programmes

- i. Master Degree in Business Administration
- ii. Master Degree in Accounting and Finance
- iii. Master Degree in Human Resources Management
- iv. Master Degree in Law
- v. Master Degree in Commercial Law



# **Bachelor Programmes**



## University Requirements University Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ARB 101	Arabic Language	-	3
LFS 102	Thinking and Communication Skills Development	-	3
CS 104	Computer Skills	-	3
HBH 105	History and Civilization of Bahrain	-	3
ENG 101	English Language (1)	-	3
ENG 102	English Language (2)	ENG 101	3
ENG 111	Upper Intermediate English	-	3
ENG 112	Advanced English	ENG 111	3
HR 106	Human Rights	-	3

### Course Descriptions

#### ARB 101- Arabic Language

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

(Pre-requisite: None)

#### LFS 102 - Thinking and Communication Skills Development

This is an optional university requirement course. It introduces students to the concept of thinking, its characteristics, forms and importance in the educational process. The course also deals with the application of modern strategies and theories interpreted for different kinds of thinking. The course deals in detail with aspects of communication skills with the aim of improving the students' skills to overcome communicative barriers when communicating in various situations and for various purposes.

(Pre-requisite: None)

#### CS 104 - Computer Skills

This course covers the following topics: basic concepts of information technology, using the computer to manage files, word processing, spreadsheets, presentation and database.

(Pre-requisite: None)

#### HBH 105 - History and Civilization of Bahrain

This course deals with the history of Bahrain from 1500-1800. 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 ruling of Al-Utuub Tribe of Bahrain and the reign of Al Khalifa thereafter.

(Pre-requisite: None)

#### ENG 101 – English Language (1)

ENG101 is a credit-course that runs for one semester of 15 weeks for 3 hours per week. It is required to be taken by students of Law, Political Science, Business Administration and Art & Design ASU Bachelor programmes, whose achievement in the Oxford Online Placement Test (OOPT) is between 42 and

79 inclusive. ENGI01 is a course for learners with intermediate English.

The course provides practice reading and writing and develops students' grammar. It incorporates academic English and study skills and a variety of reading texts and text types. The course is intended to upgrade students' proficiency in the English Language in order to undertake English credit courses ENGI02 on successful completion of ENGI01 and specialised credit courses taught in English. (Pre-requisite: None)

### ENG 102 – English Language (2)

ENGI02 is a credit-course that runs for one semester of 15 weeks for 3 hours per week. It is required to be taken by students of Law, Political Science, Business Administration and Art & Design ASU Bachelor programmes, whose achievement in the Oxford Online Placement Test (OOPT) is between 80 and 120 inclusive. ENGI02 is a course for learners with upper intermediate English.

The course provides practice reading and writing and develops students' grammar. It incorporates academic English and study skills and a variety of reading texts and text types. The course is intended to upgrade students' proficiency in the English Language in order to undertake a wider range of credit courses in their specialization and specialised credit courses taught in English.

(Pre-requisite: ENG 101)

### ENG 111 – Upper Intermediate English

ENG111 is a three credit hour course that runs for one semester (or term) of 15 weeks for three hours per week. It is the first credit English course which ASU undergraduate students are required to take during their first year of English medium study on account of either their scores in the Oxford Online Placement Test or because they have already passed ENGI098.

The course provides intensive practice in Upper Intermediate reading, essay writing, and

note taking. The course is intended to raise students' English language proficiency and analytical skills in order to be able to pursue a more advanced ASU academic English course (i.e., ENGI12) and to cope with specialised courses taught in English.

(Pre-requisite: None)

### ENG 112 – Advanced English

ENG112 is a three credit hour course that runs for one semester (or term) of 15 weeks for three hours per week. It is the second credit English course which ASU undergraduate students are required to take during their first year of English medium study on account of either their scores in the Oxford Online Placement Test or because they have already passed ENGI111.

The course provides intensive practice in Upper Intermediate reading, essay writing, and note-taking. The course is intended to raise students' English language proficiency and analytical skills in order to be succeed in their specialised courses that are taught in English. (Pre-requisite: ENG 111)

### HR 106 - Human Rights

This course discusses the basic principles of human rights. It acquaints the students with the nature of human rights; their realms and sources, paying special attention to the international legal provisions concerning human rights included in the following documents:

- United Nations Charter.
- International Declaration of Human Rights.
- International Accord on Civil & Political Rights.
- International Accord on Social & Economic Rights.
- International agreement against torture and inhumane, disrespectful punishment.
- Protection mechanisms and constitutional organization of public rights and freedoms in the Kingdom of Bahrain.

(Pre-requisite: None)

## University Elective Courses

Course Code	Course Title	Pre-requisite	Credit Hour
<b>Group 1</b>			
ISC 101	Islamic Culture	-	3
ISC 102	Islamic Ethics	-	3
ISC 103	Islam & Contemporary Issues	-	3
<b>Group2</b>			
LFS 101	Life Skills	-	3
LIB 101	Introduction to Library Science	-	3
MAN 101	Man and Environment	-	3
SOC 101	Introduction to Sociology	-	3
SPT 101	Special Subjects	-	3
CS 205	Computer Applications	CS 104	3

\* 3 credit hours (1 course) to be chosen from each group

### Course Descriptions

#### ISC 101 - Islamic Culture

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

(Pre-requisite: None)

#### ISC 102 - Islamic Ethics

This course is an elective university requirement. It stresses the importance of ethics in Islam and the value Islam gives to ethics in general and work ethics in particular. The course 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.

(Pre-requisite: None)

#### ISC 103 - Islam & Contemporary Issues

This course deals with the way Islam deals with contemporary issues such as the phenomenon of fanaticism, determination of the Islamic calendar, alms tax (Zakat) on money and jewellery, democracy and government system, and other scientific and cultural developments. (Pre-requisite: None)

#### LFS 101 - Life Skills

This course studies the skills usually associated with managing and living a better quality of life. These skills help students to accomplish our ambitions and live to our full potential. In general, they are behaviors used appropriately and responsibly in the management of personal affairs. These skills vary greatly depending on the students' social norms and their community expectations.

(Pre-requisite: None)

#### LIB 101 - Introduction to Library Science

This 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. The course reviews the services that library introduces to those who may want to benefit from.

(Pre-requisite: None)

**MAN 101 - Man and Environment**

This course deals with issues related to the relationship between human beings and the environment they live in with special attention to the environment of the students of the University. The course draws the students' attention to the importance of environment and the necessity to regulate our behavior so that not to harm it.

(Pre-requisite: None)

**SOC 101 - Introduction to Sociology**

The course introduces students to Sociology; the scientific study of society. The course emphasizes social interaction processes and

their impact on the members of any society.  
(Pre-requisite: None)

**SPT 101 - Special Subjects**

This course is an optional University requirement. It deals with special contemporary topics that are of importance to university students. The topics dealt with may be economical, social, historical, or political.

(Pre-requisite: None)

**CS 205 - Computer Applications**

This course covers the following topics: using Microsoft word for report writing, using Microsoft Excel for creating a simple accounting programme and using Microsoft Access for creating a simple information system.

(Pre-requisite: CS 104)





# **College of Administrative Sciences**



## College Compulsory Courses

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

### Course Descriptions

#### ACC 101 - Principles of Accounting (I)

This course deals with a number of accounting topics concerning the accounting system in the economic entities and the practical application of all stages of the accounting cycle starting from the balance sheet equation, the distinction between types of financial transactions, journalizing, classification and summarizing of financial operations, preparation of the trial balance, closing entries, and organizing the financial statements. The course also includes the proof and processing of transactions related to trade receivables.

(Pre-requisite: None)

\* For programmes delivered in Arabic

#### ACF 101 - Principles of Accounting (I)

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.

(Pre-requisite: 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.

(Pre-requisite: None)

\* For programmes delivered in Arabic

### **BA 108 - Principles of Management (2)**

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.

(Pre-requisite: None)

\* For programmes delivered in English

### **ECO 102 – Micro Economics**

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.

(Pre-requisite: None)

\*For programmes delivered in English

### **ECO 104 - Micro Economics**

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.

(Pre-requisite: None)

\* For programmes delivered in Arabic

### **ECO 103 - Macro Economics**

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 analyse graphs, charts, and data in order to describe and explain economic concepts.

(Pre-requisite: ECO 102)

\* For programmes delivered in English

### **ECO 105 - Macro Economics**

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.

(Pre-requisite: ECO 104)

\* For programmes delivered in Arabic

### **MATH 101 - 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 .

(Pre-requisite: None)

\* For programmes delivered in Arabic

#### **MATH 102 - 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.

(Pre-requisite: None)

\* For programmes delivered in English

#### **POL 101 - Introduction to Political Science**

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.

(Pre-requisite: None)

\* For programmes delivered in Arabic

#### **POL 110 - Introduction to Political Science**

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.

(Pre-requisite: None)

\* For programmes delivered in English

#### **STA 101 - 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.

(Pre-requisite: MATH 101)

#### **BA 211 - 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.

(Pre-requisite: None)

\* For programmes delivered in Arabic

#### **BA 218 - 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.

(Pre-requisite: None)

\* For programmes delivered in English

### **BA 303 - Scientific Research Methods**

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.

(Pre-requisite: None)

\* For programmes delivered in Arabic

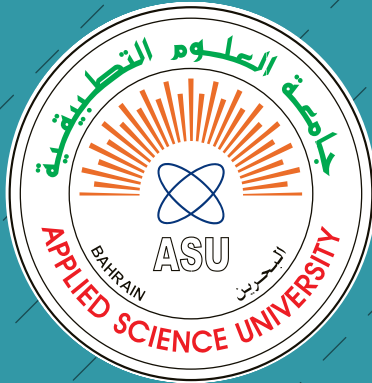
### **BA 307 - Scientific Research Methods**

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.

(Pre-requisite: None)

\* For programmes delivered in English





# **Department of Business Administration**





## Bachelor in Business Administration

### Study Plan

#### Year 1

First Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA101	Principles of Management (1)	-	3
HBH105	History & Civilization of Bahrain	-	3
MATH101	Mathematics for Business	-	3
ENG101	English Language (1)	-	3
CS104	Computer Skills	-	3
ACC101	Principles of Accounting (1)	-	3
Total			18

Second Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA102	Principles of Management (2)	BA101	3
STA101	Principles of Statistics	MATH101	3
ECO104	Micro Economics	-	3
ENG102	English Language (2)	ENG101	3
ARB101	Arabic Language	-	3
LFS102	Thinking and Communication Skills Development	-	3
Total			18

#### Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA211	Principles of Marketing	BA101	3
FIN251	Financial Management	ACC101	3
BA251	Organizational Behavior	BA102	3
LAW021	Principles of Commercial Law	102	3
MIS211	Management Information Systems	ENG 102 + BA101 + CS104	3
ECO105	Macro Economics	ECO104	3
Total			18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA231	Human Resources Management	BA102	3
BA241	Quantitative Methods in Management (E)	STAI01 + ENGI02	3
BA252	Organizational Theory	BA251	3
ACC221	Cost Accounting	ACC101	3
POL101	Introduction to Political Science	-	3
-	University Elective (1)	-	3
Total			18

### Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA355	Organizational Change and Development	BA252	3
HR106	Human Rights	-	3
BA332	Business Communication (E)	BA102 + ENGI02	3
BA342	Operations Management	BA102 + BA241	3
BA303	Scientific Research Methods	-	3
-	University Elective (2)	-	3
Total			18

Sixth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA353	Business Ethics	BA102	3
BA361	Entrepreneurship	BA211 + BA231 + FIN251	3
BA362	International Business	BA211 + BA231 + FIN251	3
BA392	Internship	90 Credit Hours	3
ACC324	Managerial Accounting	ACC221	3
-	Programme Elective	-	3
Total			18

## Year 4

Seventh Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA443	Business Decision Making	BA241	3
BA344	Supply Chain Management	BA342	3
BA454	Leadership and Group Dynamics	BA355	3
BA415	Sales Management	BA102 + BA211	3
BA463	Innovation Management	BA361	3
-	Programme Elective	-	3
<b>Total</b>			<b>18</b>

Eighth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA421	Feasibility Studies	BA361	3
BA464	Strategic Management (E)	BA102+114 Credit Hours	3
BA499	Applied Research in Business	BA392	3
<b>Total</b>			<b>9</b>

### Course Descriptions:

#### Programme Compulsory Courses:

##### LAW 021 – Principles of Commercial Law

This courses studies the general principles of commercial law and to what extent it is influenced by globalization and its importance for other specialties such accounting, business management and others. It is also interested in search in the theory of commercial processes and the practical results due to its practice in reality in addition to commercial contracts especially road transport, commercial mortgage and contracts of commercial mediation (agency, brokerage, commission and commercial representation), the merchant: conditions and his professional commitments and finally the commercial premises.

(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 resources, knowledge & information and management). Additionally, it covers the organization's relationship with the surrounding environment.

(Prerequisite: BA 101)

##### MIS 211 – Management Information Systems

This is an introductory course that presents problems in the business environment and solutions 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.

Topics include: information systems types,

resources, computer and it applications, information systems key resources, gaining competitive advantage with IT, integrating collaborating environments, supply chain management, databases and data warehouses. (Prerequisite: ENG 102 + BA 101 + CS 104)

### **ACC 221 - Cost Accounting**

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 cost statements for industrial companies, preparation of income statements according to various costs theories, job order system, processing cost system and activity-based costing system. (Prerequisite: ACC 101)

### **BA 231 – Human Resources Management**

This course is an introductory course for Human Resources 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 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 Principles of Statistics. 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 + ENG 102)

### **BA 251 – Organizational Behavior**

The course deals with the 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 is an introduction to finance in corporations as it projects the light on the main financial concepts. It defines management, its development and how to increase the wealth through analytical presentations of financial data to reach decision making. It gives insights to the presentation of financial statements and current value of money. Additionally, it links the analysis with the practical framework of evaluating stocks and bonds, recognizes the return on current value, rate of return, capital budgeting, risks and other capital decisions such as return period and net capital. (Prerequisite: ACC 101)

**BA 252 – Organizational Theory**

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 they pursue. It also review 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.

(Prerequisite: BA 251)

**ACC 324 - Managerial Accounting**

This course focuses on topics that help management to make decisions depending on the accounting data, including analysis of break-even point, the preparation of operational and flexible budgets and trade-offs between decisions. It also covers planning and capitalist budgets, performance measurement and Responsibility Accounting, in addition to the standard costs and comparing variances in direct and indirect costs.

(Prerequisite: ACC 221)

**BA 332 – Business Communication (E)**

The course deals with the basic concepts of written and oral business communication. 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 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 102 + ENG 102)

**BA 342 – Operations Management**

The course deals with the knowledge and skills relevant to 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 & 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 102 + BA 241)

**BA 344 – Supply Chain Management**

The course explores the process involved in the flows of materials and information among all of the firms. This process contributes in creating value starting from sourcing of raw materials till 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 the Business Organization's Stakeholders such as leaders, managers, employees, customers and the public are explored at the societal, organizational and personal levels.

(Prerequisite: BA 102)

**BA 355 – Organizational Change and Development**

The course deals with the organizational change and development in a dynamic and ever changing business environment. In this course, students will learn about change – its meaning and concept, drivers for change, causes for the business organization success or failure to change, legal and regulatory issues related to change. The course gives insight 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 deals with the practical insights on what an entrepreneur is. 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. Whether this new business will be part of an existing family-business or not; and what appropriate form of ownership that this business may take, source of funds, location selection and all other operational requirements.

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

**BA 362 – International Business**

The course deals with a basic understanding of how to manage business across borders. Both opportunities and risks are assessed in international markets. The course will expose students to differences between domestic and international business. Several topics are covered within the course such as 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.

Moreover the course explores the legal, business, social, political forces, governmental regulations, labor force and competition in international environment.

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

**BA 392 - Internship**

The course deals with students' opportunity to gain experience in workplace settings and to translate classroom learning into practice. It focuses on reinforcing students' practical and transferrable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables students 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)

**BA 415 – Sales Management**

The course is a practical oriented course 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 the students in practical sales management situations similar to real world experience 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's 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**

The course deals with insight on what feasibility study is, how students will be capable to identify the feasibility of a new idea, what dominant market trends can be spotted, how potential market opportunities are assessed, what sales volume can be estimated, what financial risks can be identified, what resources are required in terms of human, physical, financial and informatics, and how the business plan is developed.

(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. Through break-even you 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 you to choose the best competitive strategy. Forecasting will help you to make projection regarding the future sales of goods and the future utilization of services.

(Prerequisite: BA 241)

**BA 454 – Leadership and Group Dynamics**

The course deals with leadership roles along managerial hierarchy, leadership styles, techniques and roles in business organizations. During the course, a diagnosing team and organizational problems are explored in relation to group development, dynamics, and theories to understand the complexity of the business environment in which groups operate. Additionally, this course focuses on building team spirit, creating group interaction 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 main concepts of 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 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 capstone course is considered as a “big picture” course or an integrative and interdisciplinary course because strategy formulation and implementation issues cover the whole spectrum of business and management. This course emphasizes the key elements of the strategic process (i.e., strategic vision, mission and strategic objectives, situational assessment and analysis, strategy formulation, implementation and evaluation). It enables the student to start to think as a strategist. From a holistic view of an entire firm, the student will be provided with comprehensive examination of what strategy stands for, how to choose among competitive strategies, how to create competitive advantages, how to take advantage of external opportunities, how to defend sustainable market positions, how to allocate key resources over long periods, what ins and outs of formulating and implementing a strategic plan are businesses involved in, and finally, how managerial decisions might affect the performance and survival of a business firm.

(Prerequisite: BA 102 + 114 Credit Hours)

### BA 499 – Applied Research in Business

This course develops and promotes students' aptitude to work on real business problems related to their job or interests. Those students will have the opportunity to conduct research; gather relevant data, to integrate and apply knowledge and skills learned in preceding courses to a business problem. The research might be a study on a new market opportunity, a comparative study of best practice in the industry or a study of employee or customer perceptions.

(Prerequisite: BA 392)

### Programme Elective Courses:

(6 credit hours/2 courses to be chosen from this group)

#### BA 204 – Knowledge Management

This course is designed to give students an introductory exposure to the ways in which organizations create, identify, confine, and disseminate knowledge. Topics include knowledge management principles, new organizations and intellectual capital, integration of human resources, training and development, information systems, and business units to implement knowledge management strategies, and new roles and responsibilities for knowledge workers.

(Prerequisite: BA 102)

#### BA 246 – Managerial Economics

The course is designed to develop students' knowledge of economic concepts and techniques to solve business-related problems. The course focuses on the relationship between micro-economics and decision making in real business disciplines, criteria of economic analysis, and economic theories and applications.

(Prerequisite: BA 101 + ECO 104)

#### BA 313 – Public Relations

This course deals with the public relations profession by teaching students how to

think like a public relations practitioner by recognizing the importance of research, the targeted audience, and the message directed to reach audiences and finally building a public relations campaign. This overview of public relations practice will enable students to deal with public relations problems and they will be contributing in the provision of multi-angled solutions underpinning the value of public relations in decision-making. Additionally, the course focuses on the public relations activities and functions within organizations; planning, researching, identifying target audience and evaluation of PR campaign and its impact on publics.

(Prerequisite: BA 102 + BA 211)

#### BA 314 – Commercial Promotion

In today's market, consumers are bombarded with thousands of messages that might be interesting or not on a daily basis. Successful today' marketers are those who are capable of recognizing their audiences and on the other hand knowing how these audiences perceive their companies. Therefore, the course enables the students to choose among the different promotional mix elements, to create the appropriate messaging and select the most effective mediums to reach the targeted audiences. As student go through this course, he/she will gain a broad appreciation of the "ubiquity" of advertising and promotion and will realize that they constitute a critical element of any business endeavour. The emphasis in this course is on the role the promotional mix; advertising, personal selling, sales promotion, publicity, and public relations play in business organizations. Other topics such as Business Communication Models and managing advertising campaigns are covered throughout the course. As a result, the student will gain competencies in the decision making regarding the promotion of commercial products and services.

(Prerequisite: BA 102 + BA 211)



**BA 333 – Planning and Selecting Human Resources**

The course deals with the issues, processes and practices involved in planning and selecting human resources. Students will gain the knowledge and tools to analyze and assess human resources requirements using both qualitative and quantitative approaches and techniques. Additionally, the course will examine all factors being social, cultural and organizational that might affect planning and selecting human resources in the challenging business context.

(Prerequisite: BA 231)

**BA 445 – Total Quality Management**

The course introduces students to the concepts, principles, techniques and practices of total quality management (TQM). It provides a historical background, a review to the most important pioneers and scientists such as Deming, Juran, Crosby and Ishikawa. Additionally, it explores philosophies and ideas of the leading thinkers in quality management and change management. Students will learn the significant importance of TQM in reducing costs, meeting and exceeding customers and other stakeholders' expectations of business organizations, and TQM awards and ISO. This course focuses on the service quality, client satisfaction, process control and capability, inspection, efficiency improvement, Six Sigma Quality Concepts and the use of statistics control tools to measure the quality of manufacturing and service related processes.

(Prerequisite: BA 342)

**BA 465 – E-Business**

Electronic business or e-business causes a paradigm shift in the way today's businesses operate and compete in the global marketplace. The course focuses on how organizations of all types and sizes are rethinking their strategies and how they realize that e-business might be used effectively in implementing traditional business. This course

is not a programming course. It introduces students to the fundamentals of e-Business systems found in today's dynamic, rapidly changing business environment, and how these fundamentals support improved e-business processes and decision-making. The course focuses on using the evolved technology in E-Business concepts, Models such as (B2B), (B2C), (G2B), (C2C), E-Commerce, E-Business market place, and information security issues, E-procurement, E-government and E-learning. (Prerequisite: BA 362 + ENG 102)

**BA 491 – Contemporary Topics in Management**

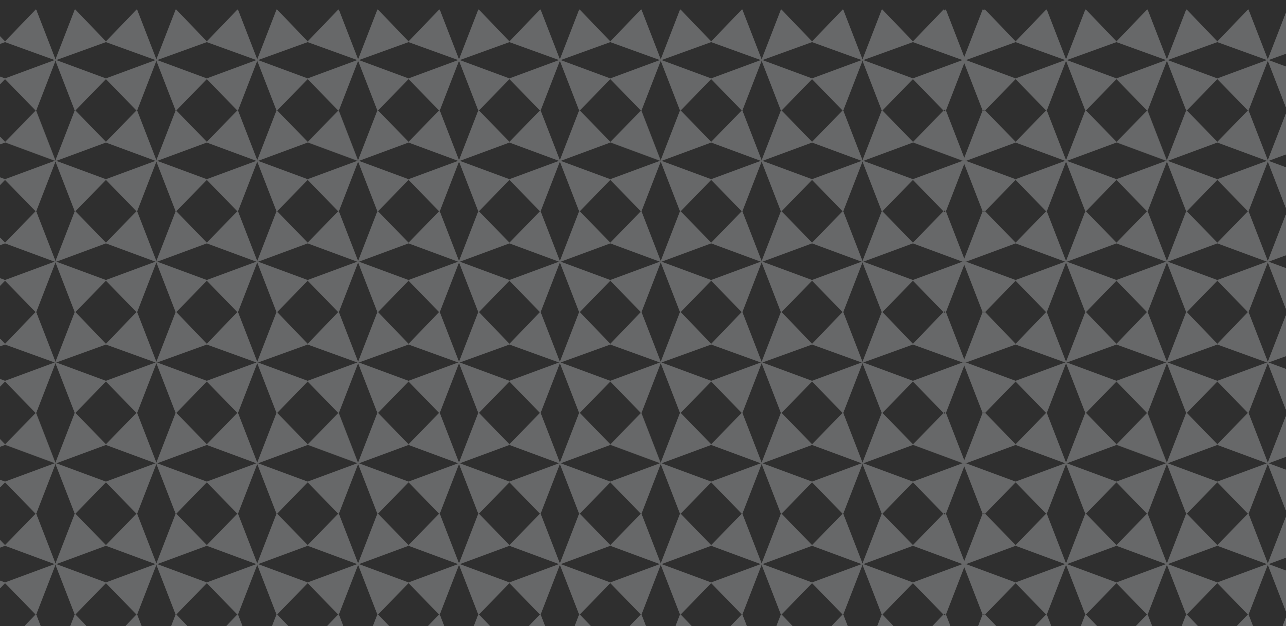
The course explores current and emerging issues/problems that affect business organizations. The course format and content will vary from a semester to another permitting studying a wide range of topics and new business trends derived from the ever changing business environment. Among the addressed issues, problems related to people management, human resources, culture, economy, technology, work process design and management practices will be tackled conforming to the era of globalization and changing firm boundaries.

(Prerequisite: BA 252)





**Department of  
Accounting & Finance**



## Bachelor in Accounting

### Study Plan

#### Year I

First Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ARB101	Arabic Language	-	3
ENG101	English Language (1)	-	3
ECO104	Micro Economics	-	3
ACC101	Principles of Accounting (1)	-	3
BA101	Principles of Management (1)	-	3
HBH105	History and Civilization of Bahrain	-	3
Total			18

Second Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ENG102	English Language (2)	ENG101	3
CS104	Computer Skills	-	3
ACC102	Principles of Accounting (2)	ACC101	3
MATH101	Mathematics for Business	-	3
ECO105	Macro Economics	ECO104	3
Total			15

#### Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
FIN251	Financial Management	ACC101	3
BA211	Principles of Marketing	BA101	3
STA101	Principles of Statistics	MATH101	3
ACC204	Corporate Accounting	ACC102	3
LFS102	Thinking & Communication Skills Development	-	3
-	University Elective (1)	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
HRI06	Human Rights	-	3
ACC205	Intermediate Accounting (1)	ACCI02	3
ACC203	Principles of Accounting (E)	ACCI02 + ENGI02	3
ACC221	Cost Accounting	ACCI01	3
LAW021	Principles of Commercial Law	-	3
-	University Elective (2)	-	3
Total			18

### Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
POLI01	Introduction to Political Science	-	3
BA241	Quantitative Methods in Management (E)	STA101 + ENGI02	3
ACC306	Intermediate Accounting (2)	ACC205	3
FIN352	Markets and Financial Institutions	FIN251	3
ACC341	Governmental Accounting	ACC204	3
ACC324	Managerial Accounting	ACC221	3
Total			18

Sixth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA303	Scientific Research Methods	-	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 & Finance (E)	ACC324+CS104+ENGI02	3
Total			18

## Year 4

Seventh Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ACF461	Financial Analysis (E)	ACC306+ENG102	3
ACC461	Internship	90 Credit Hours	3
ACC433	Auditing	ACC332	3
ACC412	Accounting Theory	ACC307	3
-	Programme Elective	-	3
<b>Total</b>			<b>15</b>

Eighth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ACC443	Accounting Information Systems	ACF343	3
ACC463	Contemporary Accounting Topics	ACC307	3
ACC434	Professional Ethics	ACC433	3
ACC469	Applied Research in Accounting	ACC461	3
-	Programme Elective	-	3
<b>Total</b>			<b>15</b>

### Course Descriptions

#### Programme Compulsory Courses:

##### ACC 101 - Principles of Accounting (I)

This course deals with a number of accounting topics concerning the accounting system in the economic entities and the practical application of all stages of the accounting cycle starting from the balance sheet equation, the distinction between types of financial transactions, journalizing, classification and summarizing of financial operations, preparation of the trial balance, closing entries, and organizing financial statements. The course also includes the proof and processing of transactions related to trade receivables.

(Pre-requisite: 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 worksheets.

(Pre-requisite: ACC 101)

##### ACC 203 - Principles of Accounting (E)

This course contains the introduction of financial accounting, the accounting in action, recording process, adjusting the accounts, and completing the accounting cycle, the course also includes the accounting for merchandise operations and inventory evaluation, cash and

receivable, noncurrent assets, current and long-term liabilities and owner's equity and also preparing the financial statements and error correction.

(Pre-requisite: ACC 102 + ENG 102)

### **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 on its capital accounts, partners' admissions and withdrawals, processing bonds payable and Treasury Stocks, profit and loss allocation and companies' liquidation.

(Pre-requisite: 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 to property, plant and equipment. This course includes also many topics in financial accounting.

(Pre-requisite: ACC 102)

### **ACC 221 - Cost Accounting**

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, job order system, processing cost system and activity-based costing system.

(Pre-requisite: ACC 101)

### **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 + ENG 102)

### **FIN 251 - Financial Management**

This course deals with the fundamental contents of financing, the definition of the concept of financial management and its development, and displays the sources and uses of companies funds through financial statements and defining how to maximize the owners wealth and to assist in financing decisions making. This course also deals with time value of money and how to evaluate stocks and bonds and to identify the concept of yield and with risks and decisions related to capital budgeting, and the definition of the capital structure and its theories and gain allocation policies.

(Pre-requisite: ACC 101)

### **ACC 306 - Intermediate Accounting (2)**

This course is considered as an extension to intermediate accounting (I) and includes

several 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.

(Pre-requisite: 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.

(Pre-requisite: 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 have been selected in order to help the student transmitting the scientific basis of these standards in the applied field.

(Pre-requisite: ACC 306)

### **ACC 324 - Managerial Accounting**

This course focuses on topics that help management to make decisions depending on the accounting data, including analyzes of break-even point, the preparation of operational and flexible budgets and trade-offs between decisions. It also covers planning and capitalist budgets, performance measurement and responsibility accounting, in addition to the standard costs and comparing variances in direct and indirect costs.

(Pre-requisite: ACC 221)

### **ACC 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 statement.

(Pre-requisite: 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.

(Pre-requisite: ACC 204)

### **ACC 341 - Governmental 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.

(Pre-requisite: ACC 204)

### **ACF 343 – Computer Applications in Accounting and Finance (E)**

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

decisions using accounting and financial data, record daily business transactions, and generate financial statements using Easysoft hardware programme. This course also develops the ability of the student to prepare financial statements, spreadsheets of reports, financial analysis, evaluation bonds and stocks, and also how to calculate and chart with the use of Microsoft Office Excel.

(Pre-requisite: ACC324 + CS104 + ENGI02)

### **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 of these tools, and the role of these markets in the long-term and short-term investment, financing, and hedging.

(Pre-requisite: 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.

(Pre-requisite: ACC 307)

### **ACC 433 - Auditing**

This course is an extension to the course of international auditing standards dealing with the general framework of auditing profession and other assurance services, and practical procedures of international auditing standards starting from the study and evaluation of

internal control systems, audit procedures of revenues and collection cycle, purchasing and payment cycle, salaries and payroll cycle, production and financing cycles, cash balances and investment cycle, and fixed assets cycle. This course also includes small and medium enterprises audit and governmental institutions, as well as electronic units.

(Pre-requisite: 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 good performance. The course also deals with answering some questions, including those related to the 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.

(Pre-requisite: ACC 433)

### **ACC 443 - Accounting Information Systems**

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 also deals with



the most important differences between the computerized information systems and manual ones and the impact of the use of modern information technologies on system efficiency and effectiveness.

(Pre-requisite: 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 students 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.

(Pre-requisite: 90 Credit Hours)

### ACF 461 – Financial Analysis (E)

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 analysis, cash flow forecasting and financial reporting.

(Prerequisite: ACC306 + ENG102)

### ACC 463 - Contemporary Accounting Topics

This course deals with a number of topics about modern accounting from the intellectual and practical sides, including 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 other topics according to the needs required in accounting development.

(Pre-requisite: ACC 307)

### ACC 469 - Applied Research in Accounting

This course links theory with 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 for the research from the practice about one of the accounting issues, search for practical and scientific appropriate solutions for it. This course includes in writing a scientific discreet research in terms of form and content so that it include the importance, problem and research hypotheses, research methodology, previous studies, research structure finding appropriate results and recommendations.

(Pre-requisite: ACC 461)

### LAW 021 – Principles of Commercial Law

This courses studies the general principles of commercial law and to what extent it is influenced by globalization and its importance for other specialties such accounting, business management and others. It is also interested in search in the theory of commercial processes and the practical results due to its practice in reality in addition to commercial contracts especially road transport, commercial mortgage and contracts of commercial mediation (agency, brokerage, commission and commercial representation), the merchant: conditions and his professional commitments and finally the commercial premises.

(Prerequisite: None)

**Programme Elective Courses: 6 credit hours**  
(2 courses) to be chosen from this list

**ACC 231 - Tax 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.

(Pre-requisite: 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.

(Pre-requisite: ACC 204)

**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. It also addresses 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.

(Pre-requisite: ACC 412)

**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.

(Pre-requisite: ACC 412)

**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 resources, knowledge & information and management). Additionally, it covers the organization's relationship with the surrounding environment.

(Prerequisite: BA 101)

**FIN 353 - Investment & 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.

(Pre-requisite: FIN 352)

### 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.

(Pre-requisite: 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.

(Pre-requisite: FIN 352)





## Bachelor in Accounting and Finance

### Study Plan

#### Year I

First Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ARB101	Arabic Language	-	3
ENG111	Upper Intermediate English	-	3
ECO102	Micro Economics	-	3
ACF101	Principles of Accounting (1)	-	3
BA108	Principles of Management (1)	-	3
Total			15

Second Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
CSI04	Computer Skills	-	3
ENG112	Advanced English	ENG111	3
ACF102	Principles of Accounting (2)	ACF101	3
MATH101	Mathematics for Business	-	3
HRI06	Human Rights	-	3
ECO103	Macro Economics	ECO102	3
Total			18

#### Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
STA101	Principles of Statistics	MATH101	3
ACF151	Financial Management (1)	ACF101	3
ACF203	Intermediate Accounting (1)	ACF102	3
POL110	Introduction to Political Science	-	3
BA218	Principles of Marketing	BA108	3
-	University Elective (1)	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LFS102	Thinking and Communication Skills Development	-	3
LAW121	Principles of Commercial Law	-	3
ACF221	Cost Accounting	ACF101	3
ACF204	Intermediate Accounting (2)	ACF203	3
ACF252	Financial Management (2)	ACF151	3
-	University Elective (2)	-	3
Total			18

### Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ACF253	Insurance and Risk Management	ACF151	3
ACF374	Financial Institutions and Markets	ACF151	3
ACF272	Bank Management	ACF252	3
HBH105	History and Civilization of Bahrain	-	3
ACF332	International Auditing Standards	ACF204	3
-	Programme Elective	-	3
Total			18

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

## Year 4

Seventh Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ACF343	Computer Applications in Accounting and Finance	ENGI111+ACF322 ACF151+CSI04	3
ACF305	Advanced Financial Accounting	ACF204	3
ACF342	Islamic Accounting	ACF273	3
ACF354	Investment and Portfolio Management	ACF252	3
ACF312	Accounting Theory	ACF311	3
ACF491	Internship	90 Credit Hours	3
Total			18

Eighth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ACF499	Applied Research in Accounting and Finance	ACF491	3
ACF435	Profession Ethics	ACF433	3
ACF444	Accounting System	ACF343	3
ACF461	Financial Analysis	ACF204+ENGI111	3
-	Programme Elective	-	3
Total			15



## Course Descriptions

### Programme Compulsory Courses

#### ACF 102– Principles of Accounting (2)

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 and long-term liabilities. This course also covers the accounting for partnership and corporations. (Prerequisite: ACF 101)

#### ACF 151 – Financial Management (1)

This course will introduce students to the concepts and tools of financial management. It will provide students with a focused understanding of corporate finance and financial management. This market-leading unique balance of clear concepts, contemporary theory, and practical applications in order to help students understand the concepts and reasons behind corporate budgeting, financing, working capital decision making, forecasting, valuation, and Time Value of Money (Prerequisite: ACF 101)

#### ACF 203 – Intermediate Accounting (1)

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. 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 sheets, 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 liabilities, contingencies, stockholders' equity, dilutive securities, earnings per share, investments, revenue recognition, income taxes, pensions, postretirement benefits, leases, accounting, statement of cash flows, Financial statement analysis and full disclosure, current liabilities and non-current liabilities. 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

The main topics covered during this course are: Introduction to cost accounting, subject is to calculate the cost of product, cost classification and cost cycle. This course also focuses on teaching student accounting and control cost elements (material, wages, and overhead expenses), different cost theories and cost systems: job costing, process costing and activity based costing, standard costing, process costing and flexible budgeting (Prerequisite: ACF 101)

#### ACF 252 – Financial Management (2)

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 students an idea about how much the firm will pay to acquire the funds that it will use in purchasing assets. Students also will be informed about different theories related to capital structure and dividends policies.

(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. The course provides an understanding of the foundations, applications and selection of insurance. Fundamentals of life and health insurance as well as property and liability insurance will be included. Enterprise risk management for corporations, financial risk management, overview of employee benefits, and strategic policies to mitigate risk will also be covered.

(Prerequisite: ACF 151)

### **ACF 272 – Bank Management**

The course will help students to understand the nature of banks, their different kinds, the core principles for their work, their role in the economy. It also include a thorough understanding of capital adequacy of banks, management of capital structure, bank earnings, and the 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 Islamic finance is, 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 Islamic banks face in practice including their relationship with central banks and how they can find solutions for them.

(Prerequisite: ACF 272)

### **ACF 305 – Advanced Financial Accounting**

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**

This course deals with the concepts of accounting theory through studying main accounting concepts such as: accounting measurement, accounting principles and standards and revenue recognition, accounting treatments of international accounting development and usage of working capital.

(Prerequisite: ACF 311)

### ACF 322 – Managerial Accounting

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 behavior & the features of CVP analysis, preparation of 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, etc., the accounting system in Islamic institutions, accounting treatment of many Islamic financial methods operations, and preparation of 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 programme. This course also develops the ability of the student to prepare financial statements, spreadsheets in financial analysis, time value of money, and also how to calculate and draw graph with the use of Microsoft Office Excel.

(Prerequisite: ENGI111+CS104+ACF151+ACF 322)

### 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 Institutions and 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 is an extension to the course of international auditing standards dealing with general framework of auditing profession and other assurance services, and practical procedures of international auditing standards starting from the study and evaluation of

internal control systems, audit procedures of revenues and collection cycle, purchasing and payment cycle, salaries and payroll cycle, production and financing cycles, cash balances and investments cycle, and fixed assets cycle. This course also includes small and medium enterprises audit and governmental institutions, as well as electronic audit.

(Prerequisite: ACF 332)

### ACF 435 – Profession Ethics

The course covers contemporary topics in ethics. It introduces students to ethical issues in general and accounting in particular. It covers the role of ethical values, the historical relationship between the accounting profession, business and government. In addition, this course discusses business ethics, ethical issues in financial markets and the rule of ethics in auditing and other related topics like corporate governance.

(Prerequisite: ACF 433)

### ACF 444 – Accounting Information Systems

The aim of this subject is to teach the student how to analyze, design, and develop an 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 their development.

(Prerequisite: 343)

### ACF 461 – Financial Analysis

This course will introduce students to the concepts and tools of the financial analyst who will often focus on the income statement, balance sheets, and cash flow statements. 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 102)

### 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 on reinforcing students' practical and transferrable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables students 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 499 - Applied Research in Accounting and Finance

This course links theory with reality. It depends on the application of knowledge and skills gained by the students during their previous study of accounting issues. It develops the students' abilities to communicate with the surrounding environment before they graduate by choosing a problem in accounting issues in real practice and the search for scientific and practical solutions suitable for it. This course includes writing a discreet scientific research in terms of its form and content so that it includes the following paragraphs: - the importance of the research - the problem of the research - hypotheses or research questions - research methodology - previous studies and research hierarchy.

(Prerequisite: ACF 491 + BA 307)

### **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)

### **Programme Elective Courses**

(6 Credit hours/2 courses to be chosen from this group)

#### **ACF 231 – Tax 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 employee compensation and retirement plans, partnership and corporate income tax are also covered (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)

#### **ACF 455 – Corporate Governance**

This course deals with a number of topics related to the concepts, foundations, tasks, principles, characteristics and pillars of corporate governance, evolution of institutional thought, ethical challenges facing corporate governance, transparency and disclosure in financial statement. The course

also addresses the concept of agency theory, duties and rights of shareholders and their relationship to corporate governance and the role of stakeholders in corporate governance (Audit Committee, Board of Directors, External Auditors, and Internal Auditors). (Prerequisite: ACF 354)

#### **ACF 492 – Special Topics in Accounting & Finance**

This course introduces certain 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)

#### **BA 109 – 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 resources, knowledge & information and management). Additionally, it covers the organization's relationship with the surrounding environment. (Prerequisite: BA 108)



# **Department of Management Information Systems**



## Bachelor in Management Information Systems

### Study Plan

#### Year I

First Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
CSI04	Computer Skills	-	3
BA108	Principles of Management (1)	-	3
MATH102	Mathematics for Business	-	3
ACF101	Principles of Accounting (1)	-	3
ECO102	Micro Economics	-	3
ENGL11	Upper Intermediate English	-	3
Total			18

Second Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA218	Principles of Marketing	BA108	3
ECO103	Macro Economics	ECO102	3
STA101	Principles of Statistics	MATH102	3
ACF151	Financial Management (1)	ACF101	3
ARB101	Arabic Language	-	3
POLI10	Introduction to Political Science	-	3
Total			18

#### Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
MIS231	Programming and Data Structures	CSI04	3
BA109	Principles of Management (2)	BA108	3
BA241	Quantitative Methods in Management	STA101	3
MIS211	Management Information Systems	BA108+CSI04	3
ENGL12	Advanced English	ENGL11	3
HBH105	History and Civilization of Bahrain	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
MIS255	Knowledge Based Management	MIS211	3
BA238	Human Resources Management	BA109	3
HR106	Human Rights	-	3
MIS251	Information Resources Management	MIS211	3
MIS240	Information Systems Infrastructure	MIS231	3
-	University Elective (I)	-	3
Total			18

### Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
MIS356	Information Systems Auditing	MIS211	3
MIS312	Decision Support Systems	MIS211	3
BA349	Operations Management	BA109 + BA241	3
CS331	Database Systems	MIS240	3
BA307	Scientific Research Methods	-	3
-	Programme Elective	-	3
Total			18

Sixth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
MIS332	Visual Programming	MIS231	3
MIS363	Special Topics in Information Systems	MIS312+MIS314	3
MIS361	E-Business	MIS211	3
MIS343	Information Systems Security	MIS240	3
MIS314	Integrated Information Systems	MIS211	3
MIS321	Information Systems Analysis	CS331	3
Total			18



## Year 4

Seventh Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
MIS445	Mobile Computing	MIS240	3
MIS462	Internship	Credit Hours 90	3
-	Programme Elective	-	3
MIS422	Information Systems Design and Implementation	MIS321	3
LFS102	Thinking and Communication Skills Development	-	3
<b>Total</b>			<b>15</b>

Eighth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
MIS464	Applied Research in MIS	MIS462	3
MIS456	IS Project Management	BA241	3
MIS454	MIS Ethics and Social Responsibility	MIS240	3
-	University Elective (2)	-	3
<b>Total</b>			<b>12</b>

### Course Descriptions

#### Programme Compulsory Courses:

##### ACF 151 – Financial Management (1)

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 the valuation of future cash flows, the valuation of stocks and bonds, capital budgeting, risk and return and long term financing.

(Prerequisite: ACF 101)

##### BA 109 – 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's functions (production, marketing, finance, human resources, knowledge & information and management). Additionally, it covers the organization's relationship with the surrounding environment.

(Prerequisite: BA 108)

### **BA 238 – Human Resources Management**

This course is an introductory course for Human Resources 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**

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)

### **BA 349 – Operations Management**

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, Material Requirements Planning (MRP), Modern Manufacturing Systems and Future Plant.

(Prerequisite: BA 109 + BA 241)

### **CS 331 – 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 21 I – Management Information Systems**

This is an introductory course that presents problems in business environment with their computer-based solutions. It focuses on systems, information systems concepts and technologies. Students will learn the most effective ways to use information systems. Topics include: information systems types, resources, computer and its applications, information systems key resources, gaining competitive advantage with IT, integrating collaborating environments, supply chain management, databases and data warehouses.

(Prerequisite: BA 108 + CS 104)

### **MIS 231 – Programming and Data Structures**

This course introduces the students to the concepts of structured programming together with programming tools. 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 trees), and the primitive operations associated with them and their uses.

(Prerequisite: CS 104)

### **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 & 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 organizations.

(Prerequisite: MIS 211)

### **MIS 255 – Knowledge Based Management**

This course introduces to the students the concepts of knowledge management and the development of knowledge-based systems (KBS). Topics covered are: knowledge management, concepts of knowledge and expert systems, developing a small scale KBS, knowledge acquisition, knowledge representation, knowledge reasoning, and knowledge validation, overviewing and demonstrating KBS technologies.

(Prerequisite: MIS 211)

### **MIS 312 – Decision Support Systems**

The aim of this course is to explore the concepts of decision support systems and investigate the fundamental techniques associated with them to support decision-making process. It also develops an 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 the 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. Students will gain skills in Information Systems requirements analysis and logical system specifications. Students will also learn several systematic approaches and tools for the analysis process management and techniques that will enable them to analyze systems in a team environment.

(Prerequisite: CS 331)

### **MIS 332 – Visual Programming**

This course aims to introduce to the students the concepts of Visual programming, its usage and elements. The 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. Students will also learn to program using loops and selections statement, and linking with access sheets and databases.

(Prerequisite: MIS 231)

### **MIS 343 – Information Systems Security**

This course covers various of topics to introduce the students to the main concepts of information system security including Security Mechanisms, Security Measures, Security services and develop skills in information and network security.

(Prerequisite: MIS 240)

### **MIS 356 – Information Systems Auditing**

This course introduces the concepts of the information systems audit and control function. The main focus of this course is to understand 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: MIS 211)

### **MIS 361 – E-Business**

This course covers electronics concepts, the economical effects, building electronic business sites on the internet network, structural constitution for electronic business systems, G2B, B2B, B2C, C2C, databases solutions, the paying techniques, information security issues, clients' relations, social and legal sequences clients' relationship and provision. The student will be shown how to develop WWW sites and learn HTML and its usage in designing and developing web pages.

(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 aspects 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 students to how to design and implement information systems. The course includes the following topics: 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 445 – Mobile Computing**

This course introduces the 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.

(Prerequisite: MIS 240)

### **MIS 454 – MIS Ethics and Social Responsibility**

This course aims to introduce to students concepts of ethics related to information systems and their management, including fundamental concepts of ethics, ethical

standards of information systems (IS) professionals and users, ethical issues related to privacy, and computer and Internet crimes. (Prerequisite: MIS 240)

### **MIS 456 – IS Project Management**

This course discusses the processes, methods, techniques and tools that organizations use to manage their information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course assumes that project management in the modern organization is a complex team-based activity, where various types of technologies (including project management softwares as well as softwares to support group collaboration) are an inherent part of the project management process. 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**

This course aims to employ theoretical knowledge the student received through studied courses in real life practices, and to acquire practical experience in order to assist business students in the discovery of difficulties and obstacles that may face them as they enter the business. (Prerequisite: 90 Credit Hours)

### **MIS 464 – Applied Research in MIS**

In this course, students apply different computer algorithms and methodologies to one of the research - oriented real life problems. This gives the opportunity for individual students to take the responsibility of executing an investigative project, with guidance from a tutor. Students will use knowledge and skills gained in earlier studied modules in working with his project. 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)

**Programme Elective Courses: 6 credit hours**  
(2 courses) to be chosen from this list

### **BA 258 – Organization Theory**

The course deals with the major topics and issues 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 do they pursue. It also review 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. (Prerequisite: BA 109 + ENG 111)

### **BA 332 – Business Communication (E)**

The course deals with 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 in using electronic communication and technology appropriate to contemporary business functions. Additionally, it paves the way for students' acquisition of life-long learning skills. (Prerequisite: BA 109 + ENG 111)

### MIS 210 – Financial Information Systems

This course introduces the students to the role of information technology in accounting. Its focus on managing contemporary IT, as embodied by the current generation of Enterprise Resource Planning (ERP) financials software. Topics covered in this course include: ERP Financials, FIS for transaction processing, building and implementing FIS, and organizational impact.

(Prerequisite: MIS 211 + ACF 101)

### 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 vendors.

(Prerequisite: BA 108 + MIS 255)

### MIS 436 – Web Application Development

This course will introduce concepts in programming web application servers. We 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)





**Department of Political  
Science**





## Bachelor in Political Science

### Study Plan

#### Year I

First Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
POL101	Introduction to Political Science	-	3
POL131	Principles of International Relations	-	3
POL141	Principles of Diplomacy	-	3
ECO104	Micro Economics	-	3
BA303	Scientific Research Methods	-	3
ENG101	English Language (1)	-	3
Total			18

Second Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
POL124	Principles of Law	-	3
POL221	Comparative Political System	POL101	3
CS104	Computer Skills	-	3
LFS102	Thinking and Communications Skills Development	-	3
ECO105	Macro Economics	ECO104	3
MATH101	Mathematics for Business	-	3
Total			18

#### Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
POL211	Ancient and Medieval Political Thoughts	POL101	3
POL232	International Organizations	POL131	3
POL251	Political Sociology	POL101	3
POL122	Bahrain's Political System	POL101	3
ENG102	English Language (2)	ENG101	3
-	University Elective (1)	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
POL233	Political Geography	POL131	3
POL252	Political Development	POL251	3
STA101	Principles of Statistics	MATH101	3
POL125	Constitutional Law	POL124	3
POL361	Research Methods in Political Science	BA303	3
-	University Elective (I)	-	3
Total			18

### Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
HBH105	History and Civilization of Bahrain	-	3
POL312	Modern and Contemporary Political Thoughts	POL211	3
ARB101	Arabic Language	-	3
POL323	Arab Political Systems	POL221	3
BA101	Principles of Management (I)	-	3
HRI06	Human Rights	-	3
Total			18

Sixth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
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	Pre-requisite	Credit Hour
POL465	Ethics in Politics	POL312	3
POL434	Theories of International Relations	POL131	3
POL445	Readings in Diplomacy (E)	POL343+ENG102	3
POL 438	International Economic System	POL131	3
-	Programme Elective	-	3
Total			15

Eighth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
POL463	Readings in Politics (E)	ENG102	3
ACC101	Principles of Accounting (1)	-	3
POL439	Contemporary International Issues (E)	POL131+ENG102	3
POL464	Applied Research in Political Science	POL362+POL361	3
-	Programme Elective	-	3
Total			15



## Programme Compulsory Courses

### POL 101 - Introduction to Political Science

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, origin, and function. It aims to study the basic ideas of some of the ancient Greek and Roman thinkers, the most important thinkers of the renaissance, religious reforms, and modern century, the kinds of the states, the kinds of governments and the issues of the political sociology like the relationship between the state and the society, and the study of parties and the public opinion. It gives a general idea about international politics and the international organizations and international law.

(Pre-requisite: 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, 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 the rights, the concept of the legal personality, its characteristics and kinds.

(Pre-requisite: None)

### POL 122 - Bahrain Political System

This course deals with the definition of the political system and its characteristics in addition to studying the constitutional framework and the constitutional framework of the Bahraini political system including

organizing the authorities and relationship between each other. It shows the map of the Bahraini political forces and the map of the Bahrain political regime and its movement.

(Pre-requisite: POL 101)

### POL 125 - Constitutional Law

This course deals with the concept of the constitution, the constitutional law, the sources of the constitutional law, its development and kinds. It analyses the relations between the constitution and the political regime, the ways of its amendments, and its modification. It also compares and distinguishes between the censorship on the constitution of laws and compares different constitutions.

(Pre-requisite: POL 124)

### POL 131 - Principles of International Relations

This course deals with the issues of the international system, its concepts, patterns and the international legitimacy through its elements. It also seeks to address the existence of the international relations. It sheds the light on the concept and theories of the international relations starting from the traditional stage that focused on the history of the international relations up to the stage of the scientific theory. The idea is to identify the essence of the international units like the states, the governmental and non-governmental organizations, and international organizations, the concept of foreign policy and the stages of the international system development. This course includes the characteristics of the political and economic globalization and the relation between the globalization and the international reality.

(Pre-requisite: None)

**POL 141 - Principles of Diplomacy**

This course deals with the concept of diplomacy and the net of concepts related to it, its relation with the foreign policy and the international relations. It also studies the history development of diplomacy in the ancient societies and the study of the development and the characteristics of the modern state in addition to the types of the diplomatic work specifically the diplomacy of the presidents of the states, the ministers of foreign affairs and the permanent and private public diplomatic missions. It also highlights the termination of the diplomatic missions with reference to the causes and effects. It also discusses the characteristics of the diplomat regarding the immunities through the concept and theories.

(Pre-requisite: None)

**POL 211 - Ancient and Medieval Political Thoughts**

This course deals with the study of the political thoughts in both the western and the Islamic world in the ancient and the medieval centuries. It also includes examples about the senior intellectuals in the western (the Greek and Roman thoughts and the Christian political thoughts that come before the renaissance) and the Islamic civilizations since the existence of Islam in the Arabian Peninsula in the seventh century till the period of the renaissance in Europe. It highlights the possibility of benefiting out of it in the contemporary time by focusing on the understanding of the political phenomena and the study of the issues that attracted the political thoughts in the ancient and the medieval era, in addition to the study of the key ideas to some of the Arab and Muslim intellectuals.

(Pre-requisite: POL 101)

**POL 221 - Comparative Political Systems**

This course deals with the study of the political systems from a comparative analytical perspective based on many of the approaches of studying the political regimes such as system analysis and the cultural trend, the groups and the elite, the rational choice, decision-making, the new institutionalism, the political culture with concentration on the characteristics of the political ruling systems. Examples are the presidency, parliament, and the parliamentary assembly. This study includes practical examples form the contemporary ruling systems like the American presidency system, the British parliamentary system, the system in Switzerland, the French semi-presidential system and other presidential models from the developing countries.

(Pre-requisite: POL 101)

**POL 232 - International Organizations**

This course deals with the international organizations as an active unit in the international society, along with other international society units and their international senior personalities. It focuses on the international organizations in particular to highlight their characteristics from their legal and functional sides. It also deals with the study of the international and regional organizations and the standard of distinguishing between them. The light will be focused on its definition, its historical development, aims, membership, structure, activities, and the role it plays in the international system. Examples will be the United Nations, and its branches, the Arab league and the Gulf Cooperation Council, the African Unity Organization and the Islamic Conference Organization.

(Pre-requisite: POL 131)

### **POL 233 - Political Geography**

This course deals with the concepts of political geography and its relations with geopolitics and the differences between them. It also discusses the research methods in each. It examines the elements of the state, the nature, humans and the economy and its impact on the political internal attitude on 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, the influence of technological developments on the political geography and its modern concepts. It studies cases of some of the regional disputes about borders in some of the Arab countries including the Arabian Gulf and in particular the Kingdom of Bahrain. It also focuses on the geopolitical characteristics of the Arab world. (Pre-requisite: 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 the society. The course also discusses the political classes and the role social establishments play and the public opinion trends and the factors that it influences it. In addition, it reveals the study of social movements, political parties, pressure groups and lobby, interests, political awareness, bureaucracy and political ideology. (Pre-requisite: POL 101)

### **POL 252 - Political Development**

This course covers political development, political modernization and the traditional modern theory trends in political development discipline, particularly in the developed countries. This course introduces students to the theories that covers the social concepts of the political development and the modern

theories of the state, in addition to the role of the political development in developing capabilities of the political system. It also covers the analysis of the political development and the most important methods of achieving it. (Pre-requisite: POL 251)

### **POL 312 - Modern and Contemporary Political Thoughts**

This course deals with the development of the political thinking since the renaissance and the religious reform in Europe and the present time. Since thought is an outcome of the reality this course studies the environment in its social and political dimensions that contributed in forming the main ideas of the modern and contemporary intellectuals. It also studies the ideas of the Arab and Muslim thinkers that deal with power, authority, the emergence of the state and the relationship between the ruler and the ruled, the relationship between politics and behavior in addition to the distribution of the ruling regimes. (Pre-requisite: POL 211)

### **POL 313 - Political Theory**

This course deals with the concept of the political theory. It explains the difference between the concept, model and theory. It also explains the models and theories that were introduced in order to comprehend and analyze the political world (national and international). It presents the models and theories (behavioral and post behavioral, structural, systematic and systematic communication) and the analysis tools used in its structure. (Pre-requisite: POL 101)

### **POL 323 - Arab Political Systems**

This course covers the historical, social and political frames of the Arab political systems. Furthermore, the course discusses the agreement and disagreement between the Arab political systems, characteristics of their existence and the advantages of each. It also discusses the basic structure of the legitimacy and the orientation of each regime by dealing with a number of Arab political regimes as models. These regimes will be analyzed and compared to other regimes. This course also takes into consideration the characteristics and classification of the Arab political regimes. In addition, it studies the political parties and the organizations of the civil society in the Arab world. It presents some of the Arab systems as models. There will be a focus on the changes that happen each year and the current challenges. The course focuses on the gulf political system.

(Pre-requisite: POL 221)

### **POL 342 - Comparative Foreign Policy**

This course includes the definition of the foreign policy and the research methods in its study and analysis. It identifies the internal and external elements that play a role in the foreign policy of the states. The practical side of the course includes a comparative study of the foreign policies of some countries specially the great powers, some main issues in the international politics as restoring and building the international system and its institutions and the international security and human rights. In addition, it includes a comparative study of the foreign policy of the major international powers during the cold war and at the present time. It includes the foreign policy of the United States, Russia in addition to the foreign policies of the other emerging powers.

(Pre-requisite: POL 131)

### **POL 343 - Diplomacy in Theory and Practice**

This course deals with the study of the diplomacy concept as an approach for the relations between states and international law personalities. It also deals with the diplomatic cadres as basic methods in diplomacy particularly in the light of globalization and the communication revolution. This course deals with the study of the institutions of the diplomatic cadres and the art of the diplomatic language and the functions of the diplomatic cadres, political privileges and immunity and privileges on the practical side. It also addresses the foreign relations systems of the state whether major or minor from the practical point of view and the role of the military and security establishments and the overlapping functions among these systems. It deals with the diplomacy of the international conferences and the diplomacy of the international organizations. It also deals with some diplomatic types such as preventive diplomacy, force diplomacy, direct diplomacy, occasions diplomacy, secret diplomacy, general diplomacy, popular diplomacy and the role of the public opinion in the diplomatic field.

(Pre-requisite: POL 141)

### **POL 361 - Research Methods in Political Science**

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

course also assist the student to identify the quantitative and qualitative methods in gathering data and information in the political research methods. This includes core issues such as gathering data and organizing its use, quotation, margins, the reference documentation and the scientific language. It also trains students on scientific presentations. (Pre-requisite: BA 303)

### **POL 362 - Internship Training**

This course is designed to offer the students of political science the chance to gain experience at the workplace to transform the academic knowledge into practice. It focuses on promoting the practical skills in order to help students gain more knowledge and all the necessary skills to achieve professional advancement. Such skills can be developed at the work place. This course assists students to work properly in an environment with different cultures. In addition, it assists students to reflect their knowledge on the skills that they gain and accordingly they will benefit from the experiences they learn during the training period. (Pre-requisite: 90 credit hours)

### **POL 434 - Theories of International Relations**

The course deals with concepts and frameworks related to the international relations. It focuses on the theoretical parts which include liberalism, realism, Marxism, idealism and the differences between the realism and the idealism and new Marxism. Moreover, it deals with the globalism and its impacts on the international relations theories. The course also covers systems theory, international conflict theory, Chinese approaches for international relations, idealism of spring and autumn, realism under fighting kingdoms, behavioralism and

post-behavioralism, constructivist theory in international relations and finally ethnic and cultural approaches in international relations. (Pre-requisite: POL 131)

### **POL 439 - Contemporary International Issues**

This introductory course aims to introduce students to some basic ideas and concepts in the contemporary international issues. This course tends to enhance the students understanding regarding the spread of weapons of mass destruction and international efforts to reduce such a spread. Moreover, the course covers issues of international economic problems, international efforts to confront these problems, international terrorism, and international efforts to combat international terrorism. The course also explains the issues of refugees and human rights, racial discrimination cases, environmental issues, climate change and its impact on national and international security peace. (Pre-requisite: ENG 102 + POL 131)

### **POL 445 - Readings in Diplomacy**

This course introduces the origins and evolution of diplomacy, and its concepts and terminology as a discipline of international relations. It also deals with the broad lines of diplomacy: objectives and means, as well as its institutions in ancient, medieval, and modern eras. It covers diplomacy in different regions, modern diplomacy, diplomatic immunities, diplomatic recognition, and informal diplomacy. (Pre-requisite: ENG 102 + POL 343)

### **POL 463 – Readings in Politics (E)**

This course aims to introduce students to some basic ideas and concepts in Political Science such as political systems, political communication, levels of governments and political development. Moreover, the course



tends to enhance the students' knowledge skills in the field of ideology, political thoughts, political values and democracy. The course also highlights important topics in social movements, civil society, and political socialization. In addition, as high-level modules, this course attempts to address terms as legitimacy, power and authority.

(Pre-requisite: ENG 102)

### **POL 464 - Applied Research in Political Science**

This course aims to enable students to use the curriculum and the research methods in the study of issues relevant to political science. It presents the basic research knowledge and opens horizons for the students for the scientific research. Students will be able to collect data, tabulate it and analyze it in order to reach scientific results regarding the target subjects. Students will be taught to focus on the values and morals of the scientific research and link between the scientific side in preparing scientific research and the practical side in order to contribute to enriching the educational operation 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 whole research will be assisted by a specialized scientific committee.

(Pre-requisite: POL 362 + POL 361)

### **POL 465 - Ethics in Politics**

This course covers the concept of politics, its sources, and the relationship between ethics and law. It deals with the ethics in the western thinking and religions. It also deals with the concept of the right regime and the criteria and the principles related to it that are issued by the United Nations. This course addresses samples of the values and the ethics

criteria such as justice, integrity, transparency, accountability and ethics in public relations.

(Pre-requisite: POL 312)

### **POL 438 - International Economic System**

This course covers the concept and functions of the international economic regime in the modern century. It also seeks to enable the student to acknowledge the political effects of the international economic interactions in the advanced and developed countries and to comprehend the problems and international economic crises and their effect on the north and south states. The student will be provided with skills that are related to the aims, roles and tasks of the international economic establishments. In addition, the student will be enabled to comprehend the economic and political effects of the communication and technological revolution on the international economic system.

(Pre-requisite: POL 131)

### **Programme Elective Courses:**

#### **POL 246 - Neighboring countries of the Arab World**

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

(Pre-requisite: 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 and the bases and methods of election, and the primary procedures of elections. The course also covers the different aims and kinds of the election systems and 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 study includes practical samples of the modern and contemporary election systems.

(Pre-requisite: POL 221)

### **POL 353 - Political Parties**

This course aims to introduce the concept of the party and its origin, kinds of parties and the criteria of the classification of parties through the membership, size and organization and the relationship between the party and its members and the society. The course will also focus on the study of the different party systems: the one party, the bilateral party, and the dominating party. Then, there will be clarification between 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 seeks to discuss the relationship between the political parties with the civil society institutions and the role of the political parties via the relationship with the ruling institutions and the relations of the parties with the opinion institutions.

(Pre-requisite: POL 251)

### **POL 354 - Public Opinion and Media**

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

(Pre-requisite: POL 251)

### **POL 366 - Special Topics in Political Science**

This course focuses on special cases or a group of important modern cases with political dimensions in the twenty first century. This will help to study the local political issues and the important issues that are related to the local political life from a realistic scientific perspective, such as issues of the national security, the political role of the social media, the climate change and its effect on the political trends in the Arab World. Further, the issues of immigration and the human trafficking, the state and the security dialectic and the human rights and democracy are also covered, in addition to issues of women freedom and rights and the failing state and fragmentation, media and the myth of neutrality. There will be a discussion of the dilemma of the racial and ethnic administration pluralism, capitalism, the stability of the new left, and the society of knowledge. This will give the student the chance to understand the political reality and address political issues in a methodical and academic way.

(Pre-requisite: POL 101)

**POL 414 - Contemporary political ideologies**

This course covers general issues about ideology: the concept, functions and the essence of the ideology state, the criteria of classifying ideology. It discusses the ideas and their role in the societies, and the assessment of the political practice of the ideology. The course also covers a number of the contemporary ideologies: Liberalism, Communism, Socialism, Fascism, the Islamic movements, the Arab nationalism, feminism, etc.  
(Pre-requisite: POL 312)

**POL 436 - International Crises Management**

This course deals with defining the basic concepts of crises management science and the introductory theory that deals with the definition of crises management, its general characteristics, reasons, and the criteria of its classification. The course will focus on the methods of the contemporary crises management: political and diplomatic from one side and legal from the other side. There will be a specific explanation on the stages of dealing with the crises whether before, during, or after its occurrence. This includes

the triangle of the crises (early preparation, planning and preparing the “scenarios” and the analysis after the crises). A sample of the international crises management will be studied thoroughly during the course.  
(Pre-requisite: POL 131)

**POL 467 - Strategic Studies**

This course covers the concept of strategy, struggle, war, power, and the functions of power: attack, defense, deterrence, the theory of the ground force, the theory of the marine force, military alliances i.e. NATO, and the Warsaw Pact. The course deals with the contemporary strategic theories such as the game theory, the containment theory, the comprehensive revenge theory, the flexible response theory, the concept and system of the power balance in the international relations and the methods of achieving power balance, the concept of the national forces of the state: the geographical factor; natural resources, the human factor (population), the economic factor, and the technological factor.  
(Pre-requisite: POL 101)



# College of Arts & Science



## College Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
DAD111	Introduction to Drawing	-	3
DAD112	Principles of Architectural Drawing	-	3
DAD121	History of Ancient and Middle Art	-	3
DAD122	History of Islamic Art	DAD121	3
DAD221	History of Modern and Contemporary Art	DAD122	3

\*Department of Design and Arts only

### Course Descriptions

#### DAD 111 - Introduction to Drawing

This course identifies the basic principles of free hand drawing and free perspective, as well as developing the students' practical skills in free pencil drawing and its techniques.

(Pre-requisite: None)

#### DAD 112 - Principles of Architectural Drawings

This course focuses on educating and training students on the different ways of engineering drawing and the use of appropriate engineering tools to draw the various projections of objects and shapes, depending on the common architectural language to deliver and show the architectural ideas and designs.

(Pre-requisite: None)

#### DAD 121 - History of Ancient and Middle Art

This course covers the necessary aspects to view and understand the origins of art and architecture and their development, starting with the civilizations of Mesopotamia and the Nile Valley, and then during the era of the ancient Greeks, Romans and Byzantines, as well as the period of Gothic and Renaissance and ending with Baroque and Rococo.

(Pre-requisite: None)

#### DAD 122 - History of Islamic Art

This course introduces students to the features of the attributes and the emergence of art and architecture in Islamic civilization through the ages and regions. It highlights the trends and applications of Islamic art in crafts, furniture and decking.

(Pre-requisite: DAD 121)

#### DAD 221 - History of Modern and Contemporary Art

This course studies the most important schools, movements and theories of modern and contemporary art, as well as the study of the relationships between them and their impact on architectural and design productions.

(Pre-requisite: DAD 122)

## College Elective Courses

Course Code	Course Title	Pre-requisite	Credit Hour
DAD211	Graphic Presentation Techniques	DAD112	3
DAD322	Industry and Art	DAD131	3
DAD323	Artistic Criticism	DAD221	3
DAD324	Psychology and Sociology Design	GRD231	3

\* 6 credit hours (2 courses) to be chosen from this group

\* Department of Design and Arts only

### Course Descriptions

#### DAD 211 - Graphic Presentation Techniques

This course covers the means and methods used to show the charts and raw materials required in a design, in addition to the appearance and production techniques for the design work through various stages as well as the development of practical skills related to this.

(Pre-requisite: DAD 112)

#### DAD 322 - Industry and Art

This course studies the role of art in the industry, as well as the study of modern theories of industrial design. It also identifies the machinery, tools, modern technology and the design of various raw materials, and conducts practical application to achieve useful and artistic models (e.g. furniture, lighting structures, etc.).

(Pre-requisite: DAD 131)

#### DAD 323 - Artistic Criticism

This course deals with the intellectual procedures of artistic criticism; research its mechanisms and the theoretical and philosophical foundations of criticism doctrines, in order to develop the students' artistic criticism skills.

(Pre-requisite: DAD 221)

#### DAD 324 - Psychology and Sociology Design

This course studies the psychological aspects and their significant impact on the success of various designs due to the influence of the psychological mood of the design recipients. This course also covers the impact of social behavior; customs and traditions of the designer and his/her thinking as well as the role he/she plays in influencing the behavior and habits of the users.

(Pre-requisite: GRD 231)



## College Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
CS111	Structured Programming	-	3
CS121	Discrete Mathematics	-	3
CS152	Digital Logic	-	3
CS201	Communication Skills	ENG111	3
CS206	Computer Ethics & Social Responsibilities	CS104	3
PHY101	Introduction to Physics	-	3
MAT101	Mathematics	-	3

\* Department of Computer Science only

### Course Descriptions

#### CS 111 – Structured Programming

Topics include: introduction to computer programming, computer programming methods evolution, problem solving steps, programme design, flow charts, algorithm, UML, structured programming constructs (i.e. selection, sequencing, repetition and recursion), C++ programming language statements and program tracing, testing and implementation.

(Prerequisite: None)

#### CS 121 – Discrete Mathematics

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)

#### CS 152 – Digital Logic

Topics include: numbering system, binary system, Boolean algebra, logic expressions, basic logic gates, universal logic gates, combinational logic circuit and sequential logic circuit.

(Prerequisite: None)

#### CS 201 – Communication Skills

Topics include: issues related to effective technical communication, how to communicate with the higher administrators, fellow colleagues, and future non-technical customers.

(Prerequisite: ENG 111)

#### CS 206 – Computer Ethics & Social Responsibilities

Topics include: 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.

(Pre-requisite: CS 104)

#### PHY 101 – Introduction to Physics

Topics include Newton's second equation for movement, accelerated motion, forces, movements and pressure. It also discusses energy and power, electric current, electrons. This course also covers resistance & resistivity and Kirchhoff's Law.

(Pre-requisite: None)

#### MAT 101 – Mathematics

Topics include: principles of set theory, rules of set theory, distance formula, inequalities, slope and line equations, parallel and perpendicular lines, simultaneous equations, domain and range, exponential functions, matrices, deviation and integration.

(Prerequisite: None)

# Department of Design & Arts





## Bachelor in Graphic Design

### Study Plan

#### Year I

First Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
DAD121	History of Ancient & Middle Art	-	3	0	3
DAD111	Introduction to Drawing	-	0	6	3
DAD123	Colour Theories & Techniques	-	1	4	3
DAD112	Principles of Architectural Drawing	-	1	4	3
ENG101	English Language (1)	-	3	0	3
CS104	Computer Skills	-	1	4	3
<b>Total</b>					<b>18</b>

Second Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
DAD122	History of Islamic Art	DAD121	3	0	3
GRD114	Drawing & Painting (1)	DAD111	0	6	3
DAD131	Principles of Form & Design	-	1	4	3
GRD115	Computer Graphic (1)	CS104	1	4	3
ENG102	English Language (2)	ENG101	3	0	3
ARB101	Arabic Language	-	3	0	3
<b>Total</b>					<b>18</b>

#### Year 2

Third Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
DAD221	History of Modern & Contemporary Art	DAD122	3	0	3
GRD231	Graphic Design (1)	DAD131	1	4	3
GRD215	Photography	-	1	4	3
GRD212	Computer Graphic (2)	GRD115	1	4	3
GRD214	Arabic Calligraphy	-	1	4	3
HBH 105	History and Civilization of Bahrain	-	3	0	3
<b>Total</b>					<b>18</b>

Fourth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
GRD211	Drawing & Painting (2)	DAD114	0	6	3
GRD232	Graphic Design (2)	DAD231	1	4	3
GRD233	Typography	GRD231	1	4	3
GRD222	History of Graphic Design	DAD231	3	0	3
-	College Elective	-	-	-	3
-	University Elective (1)	-	-	-	3
Total					18

### Year 3

Fifth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
GRD331	Illustration (1)	GRD211	1	4	3
GRD332	Graphic Design (3)	GRD232	1	4	3
GRD341	Printing Techniques	GRD231	1	4	3
GRD314	Computer Graphic (3)	GRD212	1	4	3
LFS 102	University Compulsory	-	3	0	3
-	College Elective	-	-	-	3
Total					18

Sixth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
GRD335	Multimedia	GRD212	1	4	3
GRD333	Graphic Design (4)	GRD332	1	4	3
GRD313	Marketing & Design	GRD332	3	0	3
GRD342	Design Management & Specifications	GRD341	3	0	3
GRD312	3D Computer Design	GRD212	1	4	3
LAW 152	Human Rights	-	3	0	3
Total					18

## Year 4

Seventh Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
GRD432	Graduation Project (1)	GRD333	3	0	3
GRD431	Graphic Design (5)	GRD333	1	4	3
GRD436	Web Design	GRD333	1	4	3
-	Programme Elective (1)	-	-	-	3
GRD343	Internship	90 credit hours	-	-	3
<b>Total</b>					<b>15</b>

Eighth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
GRD433	Graduation Project (2)	GRD432	0	8	4
GRD434	Illustration (2)	GRD331	1	4	3
GRD441	Ethics & Practice of the Profession	GRD342	3	0	3
-	Programme Elective (2)	-	-	-	3
-	University Elective (2)	-	-	-	3
<b>Total</b>					<b>16</b>



## Course Descriptions

### Programme Compulsory Courses:

#### DAD 123 – Colour Theories & Techniques

This course deals with the theories of colour, colour properties and their origin. Further, the course studies the various kinds of colours, the techniques of using them and their psychological and social effect on the recipients of graphic and interior design, as well as developing the skills of building and implementing the colorimetric plan to design a specific process.

(Prerequisite: None)

#### GRD 114 –Drawing and Painting (1)

This course covers an in-depth study of the means of expression and drawing techniques, training students on the use of colours and colouring techniques, privacy of expression, drawing landscapes and portraits, and drawing models.

(Prerequisite: DAD 111)

#### GRD 115 – Computer Graphic (1)

This course helps and trains students to design by using the computer technique “Bitmap” and its supported programmes, particularly “Photoshop”. This course also includes image processing, additions, mixing and installation, preparing images for the use of printing and colour separation.

(Prerequisite: CS 104)

#### GRD 211 –Drawing and Painting (2)

This course trains students to draw and use different kinds of colours, gain experience to be able to draw ideas in accordance with quick drawings, strong lines and fast shades.

(Prerequisite: GRD 114)

#### GRD 212 – Computer Graphic (2)

This course helps and trains students to design by using the computer technique “Vector” in addition to using three-dimensional drawings, perspective, colouring and converting images from Bitmap to Vector.

(Prerequisite: GRD 115)

#### GRD 214 – Arabic Calligraphy

This course deals with the various types of Arabic calligraphy and its historical evolution. It trains students on the principles of writing Arabic calligraphy, designing and writing names of companies and promotional expressions.

(Prerequisite: None)

#### DAD 215– Photography

This course studies the use of professional cameras and their development (film, sensor, lenses, shutter, aperture, sensitivity, exposure, color balance “WB” ...). It trains students on various imaging techniques and advertising photography.

(Prerequisite: None)

#### GRD 222 – History of Graphic Design

This course focuses on the historical development of the concepts of graphic design since the end of the nineteenth century until today, and the role of technology, art and experimental and social science in the development of the concepts of graphic design.

(Prerequisite: GRD 231)

#### GRD 231 - Graphic Design (1)

This course covers the basic concepts of graphic design, graphic design and their functions, the foundations and concepts of visual graphic forms. The course trains students on simplification and modification, designing backgrounds and wrapping paper design forming letters.

(Prerequisite: DAD 131)

#### GRD 232 - Graphic Design (2)

This course deals with the concepts of logos and symbols, the technical and visual basis of the two and the visual identity concept. It trains the students on the formulation and design of logos and symbols and the design of letter head visit card, envelopes, designing signs as well as logos of companies and institutions.

(Prerequisite: GRD 231)

**GRD 233 – Typography**

This course studies the various typefaces of Latin and Arabic alphabets and their evolution, identifying the art of designing typefaces letters, training students on how to draw letters and their visual processing, design fonts of alphabets and get to know the principles of printing.

(Prerequisite: GRD 231)

**GRD 312 – 3D Computer Graphic**

This course aims to study the tools necessary to draw, modify and show all the designs, shapes and ideas in a three-dimensional figure by using drawing, modification, lighting, colour and siding tools, enabling the designer to transform his ideas into virtual reality and present graphical productions in the best and clearest possible picture.

(Prerequisite: GRD 212)

**GRD 313 –Marketing and Design**

This course highlights the importance of the art of marketing, promotion and advertising campaigns and the effect of the needs, motivations, preferences and desires in marketing. It also studies the work mechanisms in advertising companies and the role of the graphic designer in the marketing process.

(Prerequisite: GRD 332)

**GRD 314 – Computer Graphic (3)**

This course studies various layout programmes. It trains students on layout programmes especially “In Design” programme, and also designing and preparing the division of pages and columns, inserting images and editing them.

(Prerequisite: GRD 212)

**GRD 331 – Illustration (1)**

This course studies the principles and concepts of illustrative drawings, the recent developments of skills in the field of illustrative drawings in children’s stories, novels and text books and develop the student’s technique.

(Prerequisite: GRD 211)

**GRD 332 - Graphic Design (3)**

This course studies the poster art, its artistic, visual and publicity foundations. It trains the students on designing various kinds of posters and on the use of photos and typography as well as recognizing and training on the design of packaging.

(Prerequisite: GRD 232)

**GRD 333 - Graphic Design (4)**

This course introduces the art of layout, its artistic and visual foundations, and the importance of image and typography. It trains the student on producing newspapers, magazines, catalogues, books, encyclopedias and cover designs.

(Prerequisite: GRD 332)

**GRD 335 – Multimedia**

This course studies various multimedia techniques and how to use them in design as well as recognizing and training on multimedia design programmes. This course trains students on designing presentations, merging pictures with sound, using multimedia in design, designing web pages, analyzing a set of examples.

(Prerequisite: GRD 212)

**GRD 341 – Printing Techniques**

This course introduces the various types of ancient and modern printers and their techniques, types of plain and technical paper and its measurement, colour printing and its types, printing of newspapers and magazines, silk screen, printing on plastic and promotional materials as well as digital printing.

(Prerequisite: GRD 231)

**GRD 342 – Design and Specifications Management**

This course focuses on maintaining the relationship between the design company and the customer; procedures undergone by the graphic work from design to implementation, types of graphical businesses and specifications adopted internationally and locally in printing and advertising.

(Prerequisite: GRD 341)

### GRD 343 – Internship

This course is of a practical nature. It aims to prepare the student to carry out the assignments after graduation in the field of graphic design showing knowledge of the theoretical and practical skills acquired from the courses in their programme study plan. (Prerequisite: 90 credit hours)

### GRD 431 - Graphic Design (5)

This course covers issues related to advertising campaigns, their functions and planning. This course trains the student on the design of advertising campaigns, invitation cards and certificates. (Prerequisite: GRD 333)

### GRD 432 – Graduation Project (1)

This course deals with the graphic required in business by a company or an organization for advertising, paper work, conducting research surveys on companies in terms of the graphic design made through advertising and paper work carried out and their position in relation to competitors. (Prerequisite: GRD 333)

### GRD 433 – Graduation Project (2)

This course employs the skills achieved from the research prepared by the student in “Graduation Project 1” and the redesign of all the basic and advertising graphical businesses in a new and creative way to reflect the level of achievement the student gained out of his/her study in the programme. (Prerequisite: GRD 432)

### GRD 434 – Illustration (2)

This course pursues the vision, training and in-depth stylistic skills specific to illustrative drawings for children’s stories, talk shows, novels, encyclopedias, diagrams and board story drawings. (Prerequisite: GRD 331)

### GRD 436 – Web Design

This course deals with the types of web pages, their evolution and characteristics, recognizing the importance of search engines, servers and the setup of keywords. In addition, this course trains students on web page design programmes, on producing internet pages, using multimedia in the design of the pages, advertising on the Internet, analyzing a set of examples, applications and practical projects. (Prerequisite: GRD 333)

### GRD 441 – Ethics and Practice of the Profession

This course discusses professional ethics and the responsibilities of the graphic designer in the field. It also highlights the importance of maintaining a professional relationship between official authorities, consultants, project owners, contractors, specialists and workers implementing the project. It also shows ways to create and document projects, tendering and monitoring construction contracts and their implementation, in addition to the study of the systems, laws and regulations of graphic design in the Kingdom of Bahrain. (Prerequisite: GRD 342)

**Programme Elective Courses: 6 credit hours**  
(2 courses) to be chosen from this list

### IND 113 – Perspective

This course deals with “perspective” as one of the primary ways to express ideas of the graphic designer, deliver them to others and achieve successful communication with them. The perspective is presented to the designer and the receiver in a third-dimensional graphic design and in a precise engineering way to enable both parties to review and study the third-dimensional proposed designs. (Prerequisite: DAD 112)

### GRD 116 – Artistic anatomy

This course studies the standards and mechanisms of the movement of the human body. It trains students on drawing the human body in its various positions and use it in the implementation of various designs.

(Prerequisite: DAD 111)

### GRD 334 – Animation Design

This course studies the art of animation and its beginnings as well as the art of movement and its foundations. This course develops the student's skills of hand-drawn designs and the methods of movement; drawing, colouring and digital moving.

(Prerequisite: GRD 331)

### GRD 336 – Outdoor Designs

This course introduces and trains students on graphic designs associated with shops, businesses, ads holograms, building services, roads, signs, and temporary and permanent exhibitions.

(Prerequisite: GRD 332)

### GRD 337 – Design Processes

This course covers the approaches to design through procedures that achieve the transference from a current state to fantasized future possibilities. The course focuses, further, on the development of methods to reach logical solutions and results to design problems by following scientific and analytical contexts.

(Prerequisite: GRD 332)

### GRD 435 – Calligraphy and Design

This course studies the use of fonts in formation designs. This course trains students to design by using handwriting and printed letters, to commensurate writing with the design, three-dimensional fonts, and writing.

(Prerequisite: GRD 233)



# Bachelor in Interior Design





## Bachelor in Interior Design Study Plan Year I

First Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
DAD121	History of Ancient & Middle Art	-	3	0	3
DAD111	Introduction to Drawing	-	0	6	3
DAD112	Principles of Architectural Drawing	-	1	4	3
DAD131	Principles of Form & Design	-	1	4	3
CS104	Computer Skills	-	1	4	3
ENG101	English Language (1)	-	3	0	3
<b>Total</b>					<b>18</b>

Second Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
DAD122	History of Islamic Art	DAD121	3	-	3
DAD123	Colours Theory & Techniques	-	1	4	3
IND113	Perspective	DAD112	1	4	3
IND132	Design & Human Factors	DAD131	1	4	3
ARB101	Arabic Language	-	3	0	3
ENG102	English Language (2)	ENG101	3	0	3
<b>Total</b>					<b>18</b>

## Year 2

Third Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
IND231	Interior Design (I)	IND132	1	4	3
IND211	Auto CAD I	DAD112	1	4	3
IND241	Interior Structures & Construction (I)	IND132	1	4	3
DAD221	History of Modern and Contemporary Art	DAD122	3	0	3
-	College Elective	-	3	0	3
HBH105	History & Civilization of Bahrain	-	3	0	3
<b>Total</b>					<b>18</b>

Fourth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
IND232	Interior Design (2)	IND231	1	4	3
IND212	Auto CAD2	IND211	1	4	3
IND242	Interior Structures & Construction (2)	IND241	1	4	3
IND243	Interior Materials & Finishes	IND241	3	0	3
IND233	Design Processes	IND231	3	0	3
LFS102	Thinking & Communication Skills Development	-	3	0	3
Total					18

### Year 3

Fifth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
IND331	Interior Design (3)	IND232	1	4	3
IND311	CAD3	IND212	1	4	3
IND341	Acoustics Techniques & Lighting	IND232	3	0	3
IND342	Building Services	IND242	3	0	3
IND333	Furniture Design	IND232	1	4	3
-	University Elective	-	3	0	3
IND363	Internship	90 credit hours	-	-	3
Total					18

Sixth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
IND332	Interior Design (4)	IND331	1	4	3
IND343	Sustainability in Design	IND331	1	4	3
IND361	Construction Projects Management	IND243	3	0	3
IND321	History of Interior Design	IND232	3	0	3
-	College Elective	-	-	-	3
IND363	Programme Elective	-	-	-	3
Total					21

## Year 4

Seventh Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
IND431	Interior Design (5)	IND332	2	4	4
IND432	Graduation Project (Programming)	IND332	3	0	3
IND451	Code	IND361	3	0	3
-	University Elective	-	-	-	3
-	Programme Elective	-	-	-	3
<b>Total</b>					<b>16</b>

Eighth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
IND433	Graduation Project	IND432	2	6	5
IND462	Ethics & Practice of the Profession	IND361	3	0	3
-	College Elective	-	-	-	3
HR106	Human Rights	-	3	0	3
<b>Total</b>					<b>14</b>



## Course Descriptions

### Programme Compulsory Courses:

#### DAD 123 - Colour Theories & Techniques

This course identifies the theories of colour, its properties and its origin, and the study of the various kinds of colours, the techniques for using them and their psychological and social effect on the recipients of graphic and interior design, as well as developing the skills of building and implementing the colorimetric plan to design a specific process.

(Pre-requisite: None)

#### DAD 131 - Principle of Form & Design

This course includes the study of the basic concepts and principles in basic preliminary design, its elements and two-dimension (2D) and three-dimension (3D), through projects and practical applications that contribute to the development of the students' ability in the perception of spatial and structural configurations.

(Pre-requisite: None)

#### IND 113 – Perspective

This course deals with “perspective” as one of the primary ways to express ideas of the interior designer, deliver them to others and achieve communication with them. The perspective is presented to the designer and the receiver in a third-dimensional interior design and in a precise engineering way to enable both parties to review and study the third- dimensional proposed designs.

(Pre-requisite: DAD 112)

#### IND 132 - Design and Human Factors

This course studies human engineering and the mechanism of human movement through the study of the ratios of the body, the laws specific to the movement of the human body and their impact on the size of interior spaces and spaces of different functions, the size of

furniture and equipments used inside buildings, as well as the study of human normative standards and the requirements of those with special needs.

(Pre-requisite: DAD 131)

#### IND 211 – Auto CAD I

This course builds and develops the student's skills in using the second-dimensional designs in order to benefit from the AUTO CAD programme. This course acts as the first phase that teaches the student how to use this programme and its applications, where the student is able to draw, show and address the two-dimensional shapes and precise engineering dimensions.

(Pre-requisite: DAD 112)

#### IND 212 – Auto CAD2

This course builds the student's skills in creating and studying the third-dimensional designs with the help of the AUTO CAD programme. This course forms the second phase of this programme after IND 211, where the student shows ability to form, show and handle all three-dimensional shapes and succeed in producing works that are mimic to reality to a large extent.

(Pre-requisite: IND 211)

#### IND 231 - Interior Design (1)

This course covers the field of interior design, its tools, techniques and its relationship to arts and architecture, as well as the study of the formation of blocks, three-dimensional objects, and ways to place them in the interior space and find structural, functional and aesthetic solutions to simplify complex projects.

(Pre-requisite: IND 132)

#### IND 232 - Interior Design (2)

This course covers the study of organizing, planning and designing interior spaces for residential purposes, as well as the study of the most important design aspects and

considerations to enable students with a residential interior design project to come out in an appropriate manner.

(Pre-requisite: IND 231)

### IND 233 - Design Processes

This course covers the approaches to access design through a group of procedures that achieve the transference from the current state to future possibilities. It focuses mainly on the development of methods to reach logical solutions and results to design assignments by following scientific and analytical contexts.

(Pre-requisite: IND 231)

### IND 241 - Interior Structures & Constructions (1)

This course reviews and studies the most important construction and interior engineering structures, the most important construction systems, modern techniques used in interior spaces and means of completion for materials, surfaces and others with a focus on the basic principles in the preparation of executive engineering plans.

(Pre-requisite: IND 132)

### IND 242 - Interior Structures & Constructions (2)

This course deals with preparing detailed engineering plans for interior construction structures, and the required knowledge of the construction systems and modern techniques used in interior architecture and methods of installing and implementing various interior construction materials.

(Pre-requisite: IND 241)

### IND 243 - Interior Materials and Finishes

This course covers the study and follow-up of the role played by various types of raw materials from stones, timber, minerals, woven fabrics and other materials such as carpets, curtains and others in integrating the design of interior spaces. It also includes the review

of their most important types, the methods of their manufacture, their physical and aesthetic characteristics and their various uses in other interior designs with the study of their application.

(Pre-requisite: IND 241)

### IND 311 - CAD3

This course covers the basic skills of the specialization in relation to the use of the 3D graphic software. The student will be able to form and handle all forms of third-dimensional and succeed producing configurations and complicated shapes that mimic reality to a far extent.

(Pre-requisite: IND 212)

### IND 321 - History of Interior Design

This course deals with the most prominent theories and movements associated with interior design emerged during the twentieth century and the study of the social, economic, technological and anthropological considerations that influence the design thought, which accompanied different historical stages.

(Pre-requisite: IND 232)

### IND 331 - Interior Design (3)

This course deals with the most important design aspects, considerations and concepts for commercial buildings. It also deals with the study of interior design, methods of movement, distribution of the various functions of commercial buildings to achieve the optimum functionality and what those buildings require of design standards for their interior spaces to meet the needs of the primary and official users, and the structural processors for the determinants of interior space, through conducting interior design.

(Pre-requisite: IND 232)

### IND 332 - Interior Design (4)

This course studies the design aspects and considerations of commercial offices, buildings, methods of movement, distribution of different functions, absorptive capacity and design criteria of the interior spaces, with multiple practical applications for this type of buildings.

(Pre-requisite: IND 331)

### IND 333 - Furniture Design

This course deals with the basic definitions of the concept of furniture and its different types, the comprehensive follow-up of the historical development of furniture across most important civilizations, with a focus on the role of technology and modern materials in the evolution of furniture and their impact on functional and aesthetic aspects in expressing, standardizing and profiling the production of furniture. This is done with the preparation of designs and detailed drawings for various types of furniture and models carried out by the student in real-size if possible.

(Pre-requisite: IND 232)

### IND 341 - Lighting and Acoustics Techniques

This course covers the study of the most important theoretical and applied foundations of the science of lighting and acoustics in interior spaces as well as the review of the most important modern systems used in the design of artificial lighting and the technical specifications of each of them and the most important design considerations specific to the acoustic aspects of public halls and theaters with mathematical and technical applied studies simplified by clear illustrations.

(Pre-requisite: IND 232)

### IND 342 - Building Services

This course covers an important aspect of the areas of mechanical services systems, ventilation and air conditioning (heating and cooling). In addition, the course studies health services systems, especially with regard to

extensions of exchange, nutrition and health devices and methods of their implementation, as well as alarm systems and fire extinguishers.  
(Pre-requisite: IND 242)

### IND 343 - Sustainability in Design

This course deals with the study of the most important design considerations that are taken into account when practicing the profession, designing green and sustainable buildings as one of the areas of integrated design that are environment friendly, without ignoring the rights and needs of future generations; in conjunction with the growing concern about the negative effects of the building environment on earth's environmental condition, in addition to the exacerbated economic challenges that rose costs of energy and building materials.

(Pre-requisite: IND 331)

### IND 361 - Construction Projects Management

This course covers the management of construction projects, planning, and time control, counting the required quantities to budget the expenses of various projects and the funding account according to the technical specifications required.

(Pre-requisite: IND 243)

### IND 363 – Internship

This training course aims to prepare the student to carry out successfully the practical assignments after graduation by his/her training in a formal or private institutions in the field of interior design in order to absorb and apply the theoretical and academic skills intended in the program. On the real ground, the student is then reviewed in the various stages of the training by experienced professors to evaluate the student's performance and consolidate the traditions of the profession and submit reports on the same.

(Pre-requisite: 90 credit hours)

**IND 431 - Interior Design (5)**

This course covers the most important design aspects, considerations and concepts of major public buildings. It deals with the limits of the interior scene, methods of the movement, distribution of the various functions of those buildings to achieve the optimum functionality and what those buildings require of design standards for their interior spaces to meet the needs of the primary users, and to try to study, analyze and find out the factors affecting the receiver.

(Pre-requisite: IND 332)

**IND 432 - Graduation Project (Programming)**

This course provides the necessary knowledge of how the student can prepare a scientific study and analytical methodology where the student addresses various design aspects for his/her graduation project chosen by the student in coordination with the supervisor (with an approval from the department). This study includes collecting all data and information associated with the project, including functional and expressive aspects, the requirements of the design programme and the study of similar cases, and submit the report in the form of a book (two copies) enhanced with necessary pictures, charts and illustrations.

(Pre-requisite: IND 332)

**IND 433 - Graduation Project**

Through this course, the student offers a group of integrated internal designs of the graduation project mentioned previously in IND 432, including the preparation of all necessary plans and drawings to express the idea seamlessly with detailed drawings and three-dimensional models, as well as proposed materials to be used in a professional manner. The project is then judged by a committee of specialized faculty members and a number of experts from outside the university.

(Pre-requisite: IND 432)

**IND 451 – Code**

This course covers a set of necessities, requirements and standards and their subsequent executive rules and regulations and supplements related to building and construction to ensure public safety and health, through the durability and stability of buildings, facilities, their access, providing a healthy environment, adequate lighting and ventilation, rationalization of water and energy and protection of the lives and properties from the dangers of fire and other risks associated with buildings.

(Pre-requisite: IND 361)

**IND 462 - Ethics and Practice of the Profession**

This course includes the definition of professional ethics, the responsibilities and authorities of the interior designer in the field. It also states the importance of maintaining a professional relationship between official authorities, consultants, project owners, contractors, specialists and workers implementing the project. It also shows ways to create and document projects, tendering and monitoring construction contracts and their implementation, in addition, the study of the systems, laws and regulations of interior design in the Kingdom of Bahrain.

(Pre-requisite: IND 361)

**Programme Elective Courses: 6 credit hours**  
(2 courses) to be chosen from this group

**IND 300 - Special Topics in Design**

This course is exposed to issues specific to interior design as well as the practical aspects related to the specialization. It includes the student choosing a seminar under the supervision of the course's professor.

(Pre-requisite: Department Approval)

### IND 312 - CAD4

This course deals with developing the student's skills in using three-dimensional graphic programs. This program deals with the construction of interior scenes and design ideas regardless of the degree of complexity, and the study of visual and aesthetic effects. The student is able to simulate lighting and realistic materials and study them as part of interior spaces.

(Pre-requisite: IND 311)

### IND 334 - Interior Plantations and Courtyard Design

This course deals with the most important design foundations of gardens, types of trees and plants and different ways used to deal with locations between buildings and interior courtyards, materials and accessories used, with a focus on the interior spaces through the design of specific sites.

(Pre-requisite: IND 331)

### IND 421 – Bahraini Experiences in Interior Design

This course shows the student how to conduct a scientific and field study on the reality of interior design in the region. This study includes collecting all the data and information necessary to work on analyzing them with the aim of extracting the reality of local experience in interior design, and exploring its future.

(Pre-requisite: IND 331)

### IND 422 - Rehabilitation of Historic Buildings

This course provides the foundations and theoretical concepts for the rehabilitation of historic and traditional buildings, and enable the student to choose the appropriate policies that qualify for the revival and renewal of the interior spaces of those historic buildings, and their internal rehabilitation for new uses.

(Pre-requisite: IND 242)







# Department of Computer Science



## Bachelor in Computer Science

### Study Plan

#### Year I

First Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
CS104	Computer Skills	-	1	4	3
CS121	Discrete Mathematics	-	3	-	3
ENG111	Upper Intermediate English	ENG 098	3	-	3
HBH105	History & Civilization of Bahrain	-	3	-	3
ARB101	Arabic Language	-	3	-	3
HRI06	Human Rights	-	3	-	3
Total					18

Second Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
PHY101	Introduction to Physics	-	3	-	3
MAT101	Mathematics	-	3	-	3
CS111	Structured Programming	-	2	2	3
CS152	Digital Logic	-	3	-	3
ENG112	Advanced English	ENG 111	3	-	3
MAT 201	Mathematics (2)	MAT 101	3	-	3
Total					18

#### Year 2

Third Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
CS215	Data Structures	CS 111	2	2	3
CS201	Communication Skills	ENG 111	3	-	3
CS251	Microcomputers & Assembly Language	CS 152	2	2	3
-	University Elective	-	3	-	3
STA201	Probability & Statistics	-	3	-	3
CS206	Computer Ethics & Social Responsibilities	CS 104	3	-	3
Total					18

Fourth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
CS212	Object Oriented Programming (1)	CS 111	2	2	3
CS252	Computer Architecture	CS 251	3	-	3
LFS 102	Thinking & Communications Skills Development	-	3	-	3
-	Programme Elective	-	-	-	3
SRM201	Scientific Research Methods	STA 201	3	-	3
Total					15

### Year 3

Fifth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
CS335	Information Systems Analysis	CS212	2	2	3
CS351	Operating Systems	CS252	3	-	3
CS314	Object Oriented Programming (2)	CS212	2	2	3
CS385	Web Based Software Development (1)	CS212	2	2	3
CS311	Algorithms Design & Analysis	CS214	3	-	3
CS 371	Computational Theory	CS 215	3	-	3
Total					18

Sixth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
CS333	Software Engineering (1)	CS335	2	2	3
CS313	Visual Programming	CS212	2	2	3
CS336	Databases Systems	CS335	2	2	3
CS361	Data Communications & Computer Networks	CS351	3	-	3
-	Programme Elective	CS214	3	-	3
CS 341	Artificial Intelligence	CS 311	-	-	3
Total					18

## Year 4

Seventh Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
CS463	Mobile Computing	CS361	2	2	3
CS434	Database Development	CS336	1	4	3
-	Programme Elective	-	-	-	3
CS431	Software Engineering (2)	CS333	2	2	3
CS462	Ciphering & Computer Security	CS361	3	-	3
CS471	Compilers Design	CS371	3	-	3
<b>Total</b>					<b>18</b>

Eighth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
			T	P	Cr
CS432	Graduation Project	90 credit hours	-	6	3
CS433	Internship	90 credit hours	-	-	3
-	Programme Elective	-	-	-	3
-	University Elective	-	-	-	3
<b>Total</b>					<b>12</b>



## Course Descriptions

### Programme Compulsory Courses

#### CS 051 – Introduction to Computer Science

This course familiarizes students with the computer science terms and methodologies. It defines the components of a computer system in terms of software and hardware. It also gives a brief explanation to several topics such as computer language, computer networking, programming languages, logic gates and the computer settings.

(Prerequisite: None)

#### CS 011 – Introduction to Programming

Topics include: problem-solving steps, programming methods evolution, modeling tools (i.e. flowchart, UML activities diagram and algorithms), structured programming method and constructs (sequence, selection, repetition and recursion), design, design modeling, tracing and testing of UML and algorithms.

(Prerequisite: None)

#### CS 020 – Introduction to Computers Mathematics

Topics include: An introduction to numbering system, set theory, functions, matrices, logic expressions, and graph theory.

(Prerequisite: None)

#### CS 215 – Data Structures

This course covers topics in Data Structures and Algorithms such as, Fundamental of Data structure, Array, Link list, Stack, Queue, Graph, Tree. In addition, students will learn algorithm design, abstract data type, recursion, sorting and searching. At the same time, students will practice the variety of data structure types using structured programming.

(Prerequisite: CS 111)

#### CS 251 – Microcomputers & Assembly Languages

Topics include: Microcomputer organization, microprocessor unites, Registers (A,PC,IP,BC,DE,HL), Data Bus, address bus, control bus, I/O ports, 8085 Assembly programming instruction: I/O, Arithmetic, Looping and branching.

(Prerequisite: CS 152)

#### CS 252 – Computer Architecture

Topics include: Concepts of combinational logic circuits, Memory Hierarchy, Register Transfer Language (RTL), ALU design, design of hardwired CU and micro-programmed CU, and the characteristics of instruction sets.

(Prerequisite: CS 251)

#### CS 311 – Algorithms Design and Analysis

The course introduces students to the principles of algorithm design & analysis. It includes topics such as the mathematical principles of algorithms analysis, calculating the algorithm complexity, using the big-O notation, graph algorithms, and sorting and searching algorithms.

(Prerequisite: CS 214)

#### CS 313 – Visual Programming

This course introduces computer programming using the Visual Studio.Net 2013 and visual basic programming language with object-oriented programming principles. Emphasis is on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools.

(Prerequisite: CS 212)

#### CS 314 – Object Oriented Programming II

Topics include: Advanced designing and implementation of object-oriented based programmes using complex data structures. Data structures implementation is an essential area of study for computer scientists and for anyone who will ever undertake any serious

programming tasks. Students will study many advanced programming constructs of the C++/JAVA language oriented for classes and objects. Inheritance types, polymorphism and software reuse will be covered.

(Prerequisite: CS 212)

### CS 333 – Software Engineering I

This course provides a solid base in Software Engineering (S/E), students will learn principles of S/E, evolving roles of software, software process, software product, process models and advanced models, requirements engineering: gathering, modeling and analysis.

(Prerequisite: CS 335)

### CS 335 – Information Systems Analysis

Topics include: introduction to Information Systems, types of systems, integrating technologies for systems, roles for system analyst, SDLC, AGILE approaches and object-oriented analysis, depicting systems graphically, 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.

(Prerequisite: CS 212)

### CS 336 – Database Systems

In this course, students are introduced to traditional files structure problems, Database systems concepts, Database systems evolution, Database types, entity, attributes, relationship, and relationship degree, Database architecture, Database modeling methods, relational algebra, relation calculus and relational database constraints. SQL Data definition and manipulation languages are also covered.

(Prerequisite: CS 335)

### CS 351 – Operating Systems

In this course, students are introduced to the definition and principles of software used to operate computer systems (operating systems, Assembly Language, Loader, Linker, Compiler... etc), the advantage of using such systems and the design principles of such software.

(Prerequisite: STA 252)

### CS 361 – Data Communication and Computer Networks

This course covers the following topics: Use of computer networks, network classifications, network software including OSI and TCP/IP reference models (the focus is on TCP/IP layers), transmission media including guided and unguided media, vehicular ad hoc networks and their communication domains, data flow control and error control (i.e. hamming code), packet switching including datagram and virtual circuits, internetwork routing, IPv4 protocol, IP address, subnet, IP address classes, network address translation, user datagram protocol, transmission control protocol, domain name system (DNS), electronic email and the world wide web.

(Prerequisite: CS 351)

### CS 371 – Computational Theory

This course explains to students the finite automata, which is a modeling tool for many important kinds of hardware and software, such as software for designing and checking the behavior of digital circuits; the "lexical analyzer" of a typical compiler; that is, the compiler component that breaks the input text into logical units, such as identifiers, keywords, and punctuation; Software for scanning large bodies of text, such as collections of web pages, to find occurrences of words, phrases, or other patterns; Software for verifying systems of all types that have a finite number of distinct states, such as communication protocols or protocols for secure exchange of information.

Refinement calculus for finite state machine and regular languages are also covered.  
(Prerequisite: CS 214)

### **CS 385 – Web based Software Development I**

Within the context of web-based software development topics include: creating a web site using html, xml, and CSS. Other topics such as creating tables, page division, inserting animation and multimedia, using/creating templates, managing hosting and its control panel are also covered.  
(Prerequisite: CS 212)

### **CS 431 – Software Engineering II**

Within the context of software Engineering topics include: design concepts, software design models, architectural design, component-level design, designing class-based components, component-level design for web applications, user interface design, web applications interface design, pattern-based design, architectural patterns, web applications design quality, aesthetic design, content design, object-oriented hypermedia design method, quality management, achieving software quality, review techniques, formal technical review, software testing and testing strategies.  
(Prerequisite: CS 333)

### **CS 432 – Graduation Project**

In this course, students follow a research method to identify a specific problem (define the research question), conduct a literature survey and propose 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, students will demonstrate the outcome of the investigation (project) and will write a graduation project report.  
(Prerequisite: 90 Credit Hours)

### **CS 433 – Internship**

The course is designed to provide students with the opportunity to gain experience in workplace setting and to translate classroom learning into practice. It focuses on reinforcing students practical and transferrable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables students 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)

### **CS 434 – Database Development**

The course covers the following topics: practicing the database design methodologies such as normalization, entity relationship diagram (ERD), extended entity relationship diagram (EERD), and Object-oriented database design (OODBD). Students will also practice the Unified Modeling language (UML), how to carry out design optimization, mapping design model constructs to relations, and schema definition using SQL DDL.  
(Prerequisite: CS 336)

### **CS 462 – Cipherring and Computer Security**

This course provides students with a firm understanding of the major issues of data and computer security. Students will study computer security, threats & ways for protection, cipherring algorithms, public and private keys algorithms, authentication, the network security firewalls and the internet security.  
(Prerequisite: CS 361)

### **CS 463 – Mobile Computing**

This course introduces students to the fundamental principles of mobile computing, and its applications and challenges. Topics include: mobile and pervasive computing,



wireless communication technologies, mobile computing applications (i.e. location-based systems and context-aware systems) and software engineering principles of mobile computing.

(Prerequisite: CS 361)

### CS 481 – Computer Graphic Algorithms

This course introduces students to the concepts of computer graphics. It starts with an 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: CS 311)

### MAT 099 – Introduction to Mathematics and Statistics

Topics include: real and integer numbers, basic rule of algebra, exponents, fractions, linear equations, quadratic functions, inequalities, absolute values and sets.

(Prerequisite: None)

### MAT 201 – Mathematics II

Topics include: limits, definitions of limits, properties of limits, one-sided and two-sided limits, sandwich theorem, and limits involving infinity. It also includes derivatives, definition of a function, differentiability, differentiability, rules for differentiation, velocity and other rates of change, derivatives of trigonometric functions, chain rules. Implicit differentiation, derivatives of  $\ln$  verse trigonometric functions, derivatives of exponential and logarithmic functions, and application of derivatives, definite integral, definite integral and ant-derivatives, 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: MAT 101)

### MAT 202 – 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 subject material is of vital importance in all fields of mathematics and in science in general.

(Prerequisite: MAT 201)

### PHY 101 – Introduction to Physics

Topics include: Newton second equation for movement, accelerated motion, forces, movements and pressure. It also discusses energy and power; electric current, electrons. The course also covers resistance & resistivity and discussion about kirchoots law.

(Prerequisite: None)

### SRM 201 – Scientific Research Methods

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

(Prerequisite: STA 201)

### STA 201 – Probability and Statistics

This course covers an introduction to concepts, tools, techniques and methods of statistics. It discusses the concepts that are commonly used in business disciplines and act as thresholds for advanced courses of statistics including data managing techniques, descriptive tools, and inferential statistics and provides an introductory survey of many applications of descriptive and inferential statistics.

(Prerequisite: None)

## Programme Elective Courses

12 Credit hours/4 courses to be chosen from this group

### CS 253 – Systems Software

Topics include: introduction to system software, machine structure, assemblers: basic function, machine-dependent and machine-independent, loader and linker; Compilers, operating systems, and other systems software. (Prerequisite: CS 251)

### CS 341 – Artificial Intelligence

This course introduces the concepts of artificial intelligence and its applications concentrating on the fundamental principles of intelligent agents, such as their architecture and the way they sense, reason and react in their environment. It covers the following topics: representing the world problems as state space, knowledge representation, problem solving utilizing search algorithms (i.e. first-depth search), inference using propositional logic and causal model. It also presents the available techniques for reasoning under uncertainty focusing on the probabilistic inference (Bayesian Networks) and its implementation. (Prerequisite: CS 311)

### CS 342 – Data Mining

This course covers the following topics: the basic concepts of data mining, classification and prediction, data Warehouses, Multi-dimensional data model, data cleaning, data integration and transformation, data redaction, data mining primitives, languages and system architectures, characterization and comparison, mining association in rules in large databases, categorization of major clustering methods (i.e. density-based, grid-based and model-based clustering methods, partitioning methods and hierarchal methods), multidimensional analysis and descriptive mining of complex data objects. (Prerequisite: CS 336)

### CS 345 – Neural Networks and Genetic Algorithms

This course discusses the fundamentals of Neural Network including: basic neuron models (i.e. McCulloch-Pitts model), Neural Network models (i.e. recurrent network, feed-forward network), learning algorithms (i.e. supervised learning) and Neural Network applications (i.e. patterns recognition). It also gives an introduction to Genetic algorithms including the chromosome design, the fitness function and permutation. The implementation of both Neural Network and Genetic Algorithms using MATLAB will be covered during the course. (Prerequisite: CS 311)

### CS 383 – 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. It discusses the difference between continuous and discrete media and their transmission relative to time and size. The course also covers the various types of image filters speech signals and the animation. Computer programmes that deal with managing and enhancing such a types of media will be discussed throughout the course. (Prerequisite: CS 385)

### CS 384 – Special Topics in Computer Science

This course covers the hottest topics and the latest research in the field of Computer Science. The topic might be different from semester to another; an approval from the computer science department is required to select the course content whenever offering the course. (Prerequisite: Department Approval)

### CS 386 - Web based Software Development II

This course introduces to students advance topics in web applications development. Topics include: web applications development, smart devices and web design programming languages (i.e. HTML, CSS, PHP, JavaScript, ASP.NET and Visual studio.NET), web hosting, file transfer protocol, control panel for local and remote servers, Word Press, and Yii frameworks.

(Prerequisite: CS 385)

### CS 471 – Compilers Design

In this course, students will study compilers design, major problems in interpretation of programming languages, compilation steps, difference between compilers and interpreters, top-down versus bottom-up grammatical analysis, codes generation, and storage allocation strategies.

(Prerequisite: CS 371)

### CS 482 – Image Processing

This course discusses the fundamental principles of digital image processing including: Fourier transform, discrete Fourier transform,

image enhancer algorithms (i.e. smoothing filters, Gaussian filters and Sobel filter). It also covers discontinuity detection, similarity and region detection and using MATLAB to perform image manipulation.

(Prerequisite: CS 481)

### OR 301 – Operations Research

Topics include: The origin of Operation Research (O.R.), its nature, and impact. Overview of O.R. modelling approach; define, formulating a mathematical model, deriving the solutions and testing the model are described and demonstrated. Linear programming; models, assumptions, formulating and solving linear programming model, graphical LP solution, the simplex method, LP in equation form, iterative nature of the simplex method, transformation model, and the Hungarian method are given in details. In addition, other models including queuing theory, stock control models (Inventory) and project management (Network models) (CPM and PERT Technique) are described. Some applications of these models are given.

(Prerequisite: STA 201)



# College of Law



## College Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
LAW 111	Introduction to Law	-	3
LAW 121	Principles of Commercial Law	ENG 101	3
LAW 131	Criminology & Punishment	-	3
LAW 141	Administrative Law (I)	LAW 111	3
LAW 151	Constitutional Law (I)	LAW 111	3
LAW 161	Public International Law	-	3
LAW 201	Methods of Scientific and Legal Research	60 Credit Hours	3

### Course Descriptions

#### LAW 111 - Introduction to Law

First: Theory of Law: This course shows the concept and characteristics of law, and differentiates between law and other social norms. It also shows the scope of law and its various types and divisions as well as the study of its sources and its division that are official and explanatory sources, in addition to the study of a mechanism on the application of the rule of law.

Second: Theory of Rights: It introduces the definition of rights, its properties, types, pillars and subjects, in addition, the study of verifying the legal personality of a person and how to demise it. It also deals with kinship and its types and effects, the civil status of the person and its types, the legal protection of rights and the division of legal sources into illegal and legal actions.

(Prerequisite: None)

#### LAW 121 - Principles of Commercial Law (E)

This course deals with the study of the general principles of commercial law, its extent of influence by globalization, and its importance in other disciplines such as accounting, business administration and others. It also deals with research in the theory of commercial

business and its practical application to reality. As well as commercial contracts, especially road transportation contracts, commercial mortgage brokers and commercial contracts (agency, commission agency, brokerage and commercial representation). It also deals with the trader, his conditions and professional obligations and finally, the business premises. (Prerequisite: ENG 101)

#### LAW 131 - Criminology and Punishment

This course means to study the crime, the criminals, criminal dangers, external and internal factors that lead to committing crimes, the theory of punishment, and various departments of jurisprudence, precautionary measures, punitive treatment and scientific methods in implementing the penal punishment.

(Prerequisite: None)

#### LAW 141 - Administrative Law (I)

This course includes the definition of administrative law and its relation to constitutional law and other laws, knowledge of public administration, in addition to its independence, origins, evolution, foundation, and its scope of application, characteristics and advantages. It also deals with the study of the administrative organization and the theory of legal persons, types, centralization

and decentralization, focus and lack of focus in administration and its application in Bahrain. It also deals with the study of the administrative activity represented by public utilities, its types and methods of management. Also, administrative control and its types, appearance, purpose, authority limits of administrative control and its application in Bahrain law.

(Prerequisite: LAW 111)

### LAW 151 - Constitutional Law (I)

This course deals with the study of the general theory of constitutional law, its definition, its terms, application of its rules, definition of the constitution in terms of language, form, subject and its relationship to other laws. The study of written and unwritten constitutional sources, types of constitutions, methods of their application, methods of control over the constitutionality of laws in addition to amending constitutions and their demise and the development of the constitutional life in Bahrain .

In addition, the National Action Charter and its content of the elements of the society, public rights and freedoms, nature of the regime, the relationship between the authorities,

specializations of both the King and other authorities, legislatives, executives and judicials, and the formation of the National Council and its specialization .

(Prerequisite; LAW 111)

### LAW 161 - Public International Law (E)

This course deals with the definition of public international law, basis of its obligations, its sources, its relation to other laws, the study of states and international organizations in terms of the elements and forms of the states, recognition of rights, duties and responsibility of the state and its demise, and the study of regional, international, continental and global organizations.

(Prerequisite: None)

### LAW 201 – Methods of Scientific and Legal Research

This course includes an overview of the legal research, its concepts and methods. It starts from the stage of readiness, then selecting the topic of the research, then the process of gathering sources and references, then the stage of reading and contemplation, then the stage of legal writing, and finally the stage of printing and discussion.

(Prerequisite: 60 Credit Hours)





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





## Bachelor in Law

### Study Plan

#### Year I

First Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW111	Introduction to Law	-	3
LAW181	Introduction to Islamic Law	-	3
ENG101	English Language (1)	-	3
CSI04	Computer Skills	-	3
HRI06	Human Rights	-	3
Total			15

Second Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW112	Sources of Obligation	LAW111	3
LAW141	Constitutional Law (1)	LAW111	3
ARB101	Arabic Language	-	3
ENG102	English Language (2)	ENG101	3
LAW131	Criminology & Punishment	-	3
Total			15

#### Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW121	Principles of Commercial Law	ENG101	3
LAW151	Administrative Law (1)	LAW111	3
LAW281	Law of Personal Status	LAW181	3
LFS102	Thinking and Communication Skills Development	-	3
LAW132	Public Penal Law	LAW131	3
LAW210	Rules of Obligation	LAW112	3
Total			18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW161	Pubic International Law	-	3
LAW212	Nominated Contracts (Sale & Rent)	LAW210	3
LAW201	Methods of Scientific & Legal Research	60 credit hours	3
LAW241	Administrative Law (2)	LAW141	3
-	University Elective	-	3
LAW231	Private Penal Law – Part (1)	LAW132	3
Total			18

### Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW220	Commercial Companies & Bankruptcy Law	LAW121	3
LAW313	Private International Law	LAW212	3
LAW232	Private Penal Law – Part (2)	LAW231	3
LAW413	Civil and Commercial Procedure Law	LAW210	3
LAW311	Labor Law & Social Securities	LAW210	3
-	Programme Elective	-	3
Total			18

Sixth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW282	Inheritances, Wills and Waquf	LAW281	3
LAW431	Procedures of Criminal Law	LAW232	3
LAW414	Real & Subordinate Rights	LAW212	3
-	Programme Elective	-	3
LAW251	Constitutional Law (2)	LAW151	3
LAW432	Practical Applications in Public Law	LAW431	3
Total			18

## Year 4

Seventh Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
LAW411	Insurance Contracts & Guarantee	LAW212	3
LAW321	Commercial Papers	LAW212	3
LAW381	Fundamentals of Islamic Jurisprudence	LAW282	3
HBH105	History & Civilization of Bahrain	-	3
LAW341	Administrative Judicial System	LAW241	3
-	Programme Elective	-	3
Total			18

Eighth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
-	Programme Elective	-	3
LAW371	Public Finance and Taxation	LAW241	3
LAW410	Compulsory Execution & Evidence	LAW413	3
LAW415	Practical Applications in Private Law	LAW413	3
LAW401	Internship	90 credit hours	3
Total			15



## Course Descriptions

### Programme Compulsory Courses:

#### LAW 112 - Sources of Obligation

This course deals with the study that is so-called "Source of Personal Rights" in the civil law in Bahrain. It deals with the general introduction and definition of civil law, its different themes and the foundation of its general trend. It deals with the study of the sources of commitment. It therefore includes the study of a contract in terms of its definition, pillars, conditions, validity, interpretation, effects and dissolution. Then the study of the individual's will as a source of commitment, the study of a promise of an award as the leading application of theory in an individual's will. It also addresses the study of the sources of willingness and most importantly the harmful act (illegal act) and that in terms of the responsibility of a person in his personal actions and / or the actions of others and his responsibility arising from related matters. It also includes the study of the beneficial act (unjust enrichment) as a general rule, as well as the study of lieu and due payments as applications of the theory of unjust enrichment, and finally the study of the law as a direct source of commitment.

(Prerequisite: LAW 111)

#### LAW 132 - Public Penal Law

This course shows the definition and objectives of the penal law and its development, the definition of crime, its types, boundaries, participation and reasons for its pardon. It also includes the study of criminal sanctions such as penalties and precautionary measures, its types and methods of its termination.

(Prerequisite: LAW 131)

#### LAW 181 - Introduction to Islamic Law

This course deals with defining the Islamic Sharia and its characteristics – defining Islamic jurisprudence and its characteristics - the role of jurisprudence and its prosperity - explain

some of the rules in Islamic jurisprudence – search for sources of transferable and mental Sharia – the contractor - eligibility – the state - parts of the contract - options - crimes penalties - the theory of crime and punishment .

(Prerequisite: None)

#### LAW 210 - Rules of Obligation

This is a study of the provisions of the commitment and is called "The Effects of Rights" in the law of Bahrain, where the study addresses the effects of commitment in terms of the methods of implementation and means of maintaining the general assurance for creditors. The study also addresses descriptions of commitment and includes the condition, the term, the voluntary commitment, the alternative commitment and solidarity. The study shows the ways and effects of transferring obligation, and finally the ways to fulfill commitments or its equivalent are also addressed.

(Prerequisite: LAW 112)

#### LAW 212 - Nominated Contracts (Sale & Rent)

This course introduces a general study on the nominated contracts and a specific study on two highlighted contracts namely contracts of sale and lease. It deals with the study of the nominated contracts in terms of advantages; and the difference between them and the unnamed contracts and accommodating the contracts. It includes the study of a sales contract, its terms and what relates to it, its type and its conditions. It also includes the obligations of a seller and a buyer. It explains various types of sales, such as peace sale, estate sale (external), sale of property of others. It also includes the study of a lease contract in terms of its terms, conditions and obligations of the lessor and the lessee. Finally, the study of the law of the Bahraini landlords and tenants considering it being the exceptional private law that applies to real estate renting in the Kingdom of Bahrain.

(Prerequisite: LAW 210)

**LAW 220 - Commercial Companies and Bankruptcy Law)**

This course deals with the provisions related to the law of commercial companies, and describes their development and the study of its types in terms of its characteristics, configuration, management, dissolution, liquidation and expiration. It also deals with the study of the establishment of commercial companies and its various forms stated in the law of commercial companies in Bahrain No. (21) for the year 2001, namely: general partnership, limited partnership, joint venture, public shareholding, closed stock, holding company, limited liability company, sole proprietorship, a company limited by shares, companies with foreign capital and foreign companies.

(Prerequisite: LAW 121)

**LAW 231 – Private Penal Law – Part (1)**

This course is a detailed study of some of the offenses against human rights in life such as murder crimes and their different kinds and their aggravating and mitigating circumstances, as well as offenses against the right on one's safety such as crimes of abuse and their aggravating and mitigating circumstances. This course also deals with the study of the most important crimes against ethics and morals, which include: the crimes of adultery, rape and indecent assault, and those offenses taken into consideration.

(Prerequisite: LAW 132)

**LAW 232 – Private Penal Law - Part (2)**

This course deals with explaining the elements of crimes such as bribery, embezzlement, influence peddling, fraud, theft, breach of trust, and related crimes. It also states the punishments of each of these crimes and their aggravating and mitigating circumstances, as well as all latest topics on money laundering crimes.

(Prerequisite: LAW 231)

**LAW 241 - Administrative Law (2)**

This course includes the study of administrative decisions in terms of their definition, elements, standards that distinguishes them from other administrations, their pillars, types, applications and termination. It also includes the study of administrative contracts in terms of their definition, elements, methods of termination, types, as well as the management's authorities towards the contractor; the contractor's obligations towards the management, and the rights of the contractor towards the management and the termination of the contracts. It also includes the definition of the public employee, especially in the Kingdom of Bahrain, its components and the nature of the employee's relationship with the state, the conditions of appointment to a public office, the employee's duties, rights and conditions, and the cases of employment termination as well as the public funds in terms of what they are, their characteristics, their use and protection.

(Prerequisite: LAW 141)

**LAW 251 - Constitutional Law (2)**

This course contains the definition of the state and its elements, characteristics and theories that explain the sovereignty of the state, the types of states in terms of their shape and configuration, and the study of the origin of the state, the origins and basis of the state's authority, the theories that have emerged to explain that, in addition to the state's traditional and developed functions that meet the needs of the citizens. It also involves studying the principle of subordination of the state's law, the elements of the state's law and its application in the constitution of Bahrain, as well as the study of the government and its different implications and forms, and means of assigning democratic, autocratic and mixed governance. The course also covers the types of democracy in terms of the people's role in choosing the authorities and the relationship

between them, the development of power, its goals and the intellectual doctrines that explain it. This course also addresses the status of an individual, public freedom, the principle of equality and what associates it, political parties and their applications in the political life in Bahrain.

(Prerequisite: LAW 151)

### **LAW 281 - Law of Personal Status**

This course deals with defining the provisions of marriage and divorce in jurisprudence and law, in terms of the knowledge of marriage, its wisdom and premise. It also deals with marriage contracts in terms of its knowledge, conditions, wording of its divisions, the differentiation between married couples and its aforementioned provisions.

(Prerequisite: LAW 181)

### **LAW 282 - Inheritances, Wills and Waqf**

This course aims to introduce the provisions of legacies, inheritances, bequests, and endowments. It therefore deals with the concept of legacies and the rights associated with it, and inheritance in terms of its legitimacy, conditions, causes, the heirs and their entitlements, the reliability, the response and the exit. It also deals with bequests in terms of its concept, its rule, its legitimacy and conditions, and also endowment in terms of its conditions, efficiency and how to use the suspended money, the state of the endowment, its provisions and the end of the moratorium.

(Prerequisite: LAW 281)

### **LAW 311 - Labor Law and Social Securities**

This course deals with the study of the general principles of labor law in terms of its definition, its importance and its development, its international regulation, its sources of independence, and its scope of application. It also includes a study of the individual labor contract in terms of its elements, its holding, duration and effects. In addition, a study of the legal regulation of the relations of collective work especially collective work agreements

and labor unions, the settlement of labor disputes and the law of Social Insurance with a focus on special rules for the types of insurance applicable in the Kingdom (aging, disability, death, work injury and the sources of funding for these types of insurance).

(Prerequisite: LAW 210)

### **LAW 313 - Private International Law**

This course deals with the definition of private international law and its sources, and the conflict of laws (law specific to the virtue of the relationships that include a foreign element), adjustments, references and contraindications in the application of foreign law, attribution rules in personal status cases, in-kind situations, contractual obligations, unfulfilled responsibilities, and conflicts of international jurisdiction with showing the international jurisdiction of courts in Bahrain, the issue of implementing foreign judgments, as well as the decisions from foreign arbitral institutions.

(Prerequisite: LAW 212)

### **LAW 321 - Commercial Papers**

The curriculum of this course includes: the definition of commercial papers, its characteristics and functions, the foundation of the Exchange Act and its concept, differentiation between commercial papers and financial papers, securities and banknotes. It also includes a detailed study of the various types of commercial papers, starting with the promissory notes and learning how they are created and accepted, how they are met, how they circulate and how they default. Then the study of bonds: how they are created and accepted, how they circulate, how they are met, and how they default. Finally, it includes a study of checks in terms of their creation, their types, as opposed to their fulfillment and defaulting, and their circulation.

(Prerequisite: LAW 212)

### **LAW 341 - Administrative Judicial System**

This course deals with the study of the principle of legality and how to apply it, and the general

administration's subordination to law. It also addresses the written and unwritten sources of legitimacy, as well as balancing the principle of legality through the study of the theory of discretion, the theory of special circumstances and the theory of sovereignty. It also includes the definition of the systems of judicial control over the work of the public administration, cancellation claims, its characteristics and consequences of judgment cancellation in the law of Bahrain. In addition, it includes the formal conditions for cancellation claims according to the conditions of accepting the claim, the objective conditions for cancellation reasons, the study of compensation claim, the basis of the state's responsibility and its application in Bahrain, and the procedures of lifting the cancellation claim and its governance.

(Prerequisite: LAW 241)

### **LAW 371 – Public Finance & Taxation**

This course covers the definition of finance in general in terms of its origin, development, and its close and exchanged relationship with other sciences that affect it and are affected by it. It also examines the expenses in general in terms of their definition, their elements and their different classifications and determines their different economic and social effects. It also looks into the various revenues of the state such as taxes, fees, prices and loans in general, and the issuance of new money. Thus, it addresses the definition of these revenues, and states their characteristics, importance and addresses all questions related to or resulting from them. It also deals with the study of the general budget of the state in terms of its definition, its elements, importance, preparation, adoption and implementation, as well as income tax, taxes on capital, taxes on consumption, custom taxes in the Kingdom.

(Prerequisite: LAW 241)

### **LAW 381 - Fundamentals of Islamic Jurisprudence**

This course deals with defining the principles of jurisprudence, its topics and its origin, and the difference between the rules and the

fundamentals of jurisprudence. It also deals with the study of the sharia compliant government, and examines the original and dependent evidence and the method of devising the legal provisions from the evidence. The study also discusses briefly the semantics, the study of due diligence, its divisions and conditions.

(Prerequisite: LAW 282)

### **LAW 401 - Internship**

This course means to train students in one of the legal offices in the country by transferring the theoretical ideas they have received through their study of some of the materials in the college to the practical reality that is reflected in accessing a mechanism to deal with and handle civil, commercial or criminal lawsuits. This leads to achieving the desired aims of the training programme and of the student's ability to deal with the legal wordings in terms of practical application and gives the student the skills to deal with the lawyer, the lawsuit, the court, and the opponent which makes the student reveal his/her academic theoretical thought to practice in terms of dealing and application. This course gives the student the ability to prepare a report specific to the training programme where he/she will discuss it, explaining the work that the student was trained on and as a result of the training, what the student has gained and benefited.

(Prerequisite: LAW 90 credit hours)

### **LAW 410 - Compulsory Execution and Evidence**

This course shows the legal means by which individuals can meet their rights through the implementation of the debtor's assets. It also identifies the standards and regulations set by the legislature in order to achieve a balance between the interests of the creditor and the debtor to reserve their finances. It also shows the judicial institutions that carry out this task, their power and the court's jurisdiction in considering them.

(Prerequisite: LAW 413)

### **LAW 411 - Insurance Contracts and Guarantee**

First: Insurance Contracts: This course shows the meaning of insurance and its definition and the clarification of its legal properties considering it being an ambiguity contract. It also includes the various types of insurance such as air insurance, land insurance and marine insurance and the differentiation between insurance against damage and insurance on people. Insurance against damages is divided between insurance on things and civil liability insurance, the study of concluding insurance contracts from a legal and practical aspect, the study of insurance policy, its history, its interpretation and extension and its effects. It also includes a study on the parties of the insurance contract, that is, the insured and the beneficiary, the obligations of each of them, the danger towards the insured, the amount of insurance and the expiration of the insurance contract.

Second: Sponsorship Contracts: Sponsorship contracts are personal insurance contracts. The study of these contracts include the definition of sponsorship and its characteristics, balancing between them and some other contracts, the pillars of sponsorship, fulfilled sponsorships, restrictive sponsorship, self-sponsorship, and finally the effects of sponsorship and its expiration.

### **LAW 413 - Civil and Commercial Procedure Law**

This course is interested in defining the law of civil procedure, its development and sources and its relation to other laws. In addition, it includes the study of the judicial organization in terms of the formation of the courts and litigation, the judiciaries and the rules of jurisdiction. It also includes the study of the theory of the case, the study of litigation and the study of the judicial decisions and ways to challenge them.

(Prerequisite: LAW 210)

### **LAW 414 – Real and Subordinate Rights**

The curriculum of this course includes two parts:

Part I: It involves the study of indigenous rights in rem, i.e. the right to property, the right to act, the right of the beneficiary, the right of usage, the right of residence and the right of easements.

Part II: It involves the study of in-kind dependency, that is mortgage insurance, mortgage possessory and privileged rights.

(Prerequisite: LAW 212)

### **LAW 415 - Practical Applications in Private Law**

This course concentrates on recovering the theoretical principles of the law of evidence and civil procedures, which paves the way for their practical application. It incorporates the analysis of judicial decisions and the comments provided on them. This course also studies the principles endorsed by the Court of Cassation in Bahrain, it also provides the knowledge and application on how to prepare regulations to suit the different grades and regulations of appeal. It also explains how to formulate the judicial rulings as well as the application of temporary emergency measures in addition to training students on how to document agencies, organize communications and memoranda of travel ban and the application of judicial ruling procedures. This course also includes the presentation of judicial applications of some contracts and determines the legal status of foreign and international jurisdiction, the acquisition of the foreign judgment to the executive principle as well as the general court proceedings, public ethics and ethics of the legal profession.

(Prerequisite: LAW 413)

### **LAW 431 – Procedure of Criminal Law**

This course deals with defining the law of criminal procedures, and the study of public action in terms of its boundaries, conditions and reasons for its termination, as well as the study of the rules of jurisdiction, nullity and evidence. It also includes the study of criminal



procedures through the stages of investigation, inference, preliminary investigation and trial, as well as the study of criminal provisions and methods in challenging them.

(Prerequisite: LAW 232)

### **LAW 432 - Practical Applications in Public Law**

This course deals with the origins of legal writing, judicial work, judicial control, judicial origins, and practical applications in the criminal justice work through training trials in a made-up courtroom.

(Prerequisite: LAW 431)

**Programme Elective Courses: 6 credit hours**  
2 courses to be chosen from this group.

### **LAW 171 - Principles of Economics**

The course covers the definition of the basic concepts of micro and macroeconomics, which deals with the study of the economic issues and its corners, the theory of supply and demand and the factors influencing them, the theory of production, the consumer's balance, the theory of markets, as well as the study of economic activity in the domestic economy as a whole, and the study of relations between macroeconomic variables in the economy such as GNP, GDP, total consumption, total savings, and total investment. It also addresses inflation and its definition, causes, effects and methods of treatment, and also the study of the problem of unemployment, types, its negative effects, the relationship between inflation and unemployment, in addition to the definition of the concept of money and banking in terms of its development and functions.

(Prerequisite: LAW 413)

### **LAW 213 - History of Law**

This course is interested in studying the origins of the legal base and its justifications, and the systems that prevailed in the primitive societies as a patriarchal system, the rule of force and other systems that were prevalent

at the time. It then exposes most of the previous laws that have had a clear impact in the contemporary ordinances; the most notable of the old laws in this regard are the laws that existed in Mesopotamia, such as the Ishtar law, Aishnohna law and Hammurabi law. This course also introduces the Roman law in terms of its origins, its development, the stages it had undergone, the sources it relied upon and the most important provisions that were known at that time.

(Prerequisite: None)

### **LAW 222 - Maritime Law**

This course is concerned with the study of maritime law in terms of its emergence, theme and skills. It then includes the study of the ship as a tool of maritime navigation, and the identification of the maritime crew members, ways to exploit the ship and its investment, maritime accidents faces by ships and finally marine insurance.

(Prerequisite: LAW 121)

### **LAW 261 - International Organizations (E)**

The course deals with the historical development of the idea of international organization and the creation of League of Nations concerning aims, membership, organs and functions. This course deals with defining international organization, legal personality, international employers, their privileges and immunities. It also deals with the creation of United Nations and its branches, general assembly, Security Council, economic, and social council and international court of justice. It also deals with regional organizations like Arab League and the cooperation council between Gulf Arab States.

(Prerequisite: LAW 161)

### **LAW 262 - Humanitarian International Law**

This course covers the definition of international humanitarian law and its characteristics, and its original and backup

sources which among them are the decisions of international organizations and court rulings. The course also looks into the historical development of international humanitarian law and when it appeared. It also deals with the nature of this law and the international protection of victims of armed conflicts and the protection of the prisoners of war:

This course looks into the international protection of the civilian population and to distinguish between combatants and non-combatants and the detainees' rights in the occupied territories and the public and private protection of civilian objects. This course also addresses the application of mechanisms and the implementation of international humanitarian law, and the means to protect the heads of the states, governments, diplomatic and consular members and the personnel of humanitarian organizations. This course also looks into the international humanitarian law in Islam in terms of its general rules, characteristics, sources, and how to protect civilian targets in Islam, as well as protect the funds of the enemies and the cities.  
(Prerequisite: None)

### **LAW 271 - Political Economics**

This course deals with the study of the origins and development of political economics and how it relates to the political concepts, and the relationship of economics to other sciences. The course also addresses the definition of the economic system and its elements, productive forces, production relations, distribution relations, the difficulties faced by the study of economic systems, their basis for evaluation and their types.

The course also addresses the study of economic thought in the earlier stages of capitalism (primitive system, slavery system and feudal system). It also deals with the study of the capitalist economic system in terms of the factors of its inception, its fundamental properties, its evaluation, and the basic characteristics of contemporary capitalism. It also deals with the study of the socialist economic system in terms of its properties

and its evaluation; and the study of mixed economic system in terms of its definition and its characteristics, as well as the Islamic economic system in terms of its definition and characteristics. Finally, the course covers the study of economic development in terms of what it is, its problems, and means of financing.  
(Prerequisite: None)

### **LAW 312 - Intellectual Ownership**

This course is concerned with the study of intellectual property in terms of its emergence, its concept and the scope of intellectual property rights. It deals with the study of the importance of intellectual property rights and the protection of those rights, and the rights related to copyright and then search for intellectual rights in the legal HVAC. It includes the search for legal regulations of intellectual rights and the update of the law of those rights. It also includes the study of industrial and commercial property and its most important applications (patent - brand - industrial logos and designs, etc.).  
(Prerequisite: LAW 210)

### **LAW 322 - Law of Competitions and Prevention of Monopolistic Practices**

This course covers the provisions on competition, its concept and images under the economic systems of capitalism, socialism and Islamic view of the same. Emphasis is laid on the methods of protecting legitimate competition, in light of the new world which are based on sectarian freedom of trade and trade protection, under the World Trade Liberalization agreements and free market economics, which is based on competition whereby attracting the widest possible audience, to achieve higher 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.  
(Prerequisite: LAW 121)

**LAW 323 - International Trade Law (E)**

This course contains an introduction to international trade law, the study of its properties, and the research in the standardization of international trade law. This is accomplished by adopting a study of the methods of standardization and the factors which have assisted the concerned organizations to achieve their goals. This course also encompasses a comprehensive study on the sources of international trade law and the competent of individuals responsible for enacting the same and the international trade contracts conclusion. The study focus is also laid on the United Nations Convention on the International Sale of Goods (Vienna Convention) and the research in trade arbitration.

(Prerequisite: LAW 121)

**LAW 330 - Economic and Electronic Crimes**

This course is a detailed study of some cybercrimes which include concepts related to computers and the Internet; it also defines electronic offenses, their legal nature and international efforts used to confront them. These crimes include theft of information, forgery of electronic editors, money laundering crimes and crimes against online decency.

(Prerequisite: LAW 232)

**LAW 331 - National Security Crimes**

This course deals with a detailed study on some of the crimes against internal and external national security such as crimes of treason and espionage, crimes against international law, crimes of assault against the king of the country, crimes of assault against the constitution and crimes of assault against social peace.

(Prerequisite: LAW 132)

**LAW 342 - Law of Nationality and Aliens Status**

This course deals with the study of the general theory of nationality, its idea and development, and the nature of the nationality law and its location between the branches of other laws.

This course addresses the citizenship status between national and international laws and the conflict of active and passive nationalities, proof of nationality, in addition to the study of Bahraini citizenship law and its applications, the study of the status of foreigners in the domestic law of Bahrain and the international and comparative law.

(Prerequisite: LAW 313)

**LAW 351 – Judicial Constitution**

This course deals with the control of the constitutionality of laws and regulations, the types of political censorship, the judiciary, as well as the ways of moving the case before the court, the control aspects of the law that violates the constitution, the control of the constitutionality of laws and regulations in comparative to the constitutional systems. The Constitutional Court of the Kingdom of Bahrain forms the court and guarantees its members, characteristics of the Bahraini Constitutional Court and then the actions litigation before the court ruling and the effects of unconstitutionality.

(Prerequisite: LAW 251)

**LAW 372 – Statics for Legal Professionals**

This course deals with the general principles of statistics and the various statistical methods to collect and display data, analysis and study of the measures of central tendency and measures of dispersion, correlation and regression on the data. This course aims to develop the students' skill on statistical analysis of a set of data on the problem of using different methods of measurement and statistical inference over the gathering of such data or dispersion and the extent of the link between them.

(Prerequisite: None)

**LAW 421 - Law of Banking Institutions and Banking Operations**

This course deals with the law of banks and financing transactions carried out by banks in the Kingdom of Bahrain such as bank accounts, current accounts, letters of credit,

bank guarantees, bank transfers, and other banking transactions carried out by banks for the benefit of their customers.

(Prerequisite: LAW 220)

### **LAW 422 - Arbitration in Civil and Trade Cases**

This course contains the study of the arbitration system in terms of its definition, types, and functions and its domestic and international advantages, objections against it and its disadvantages, indicating the scope of effect in terms of time and place. It also explains the concept of domestic and international arbitration, and distinguishes arbitration from suspected subjects to resolve disputes. It also deals with the arbitration agreement, the terms of its strength, its legal effects, the arbitration procedures and the formation of the tribunal, the place of arbitration; determining the law applicable to the procedures, start of the arbitration procedures and its symptoms. The course also discusses the issuance of the arbitration decision, through the determination of the law applied by the tribunal on the merits of the dispute, and how the arbitration decision is issued, and the reasons for the invalidity of the arbitration decision, and finally its implementation.

(Prerequisite: LAW 413)

### **LAW 423 - Law of Energy and Petroleum Contracts**

The curriculum of this course includes defining the law of energy, its importance and its properties, and research petroleum contracts in terms of their concept and their characteristics and then the study of mechanism that conclude these contracts in terms of their terms and conditions, their pillars and the parties to these contracts. It also includes the study of the different

forms that the contracts may take, such as concession contracts, sharing contracts, entrepreneurial contracts and profit-sharing contracts. It also deals with the study of the effects produced by the mentioned contracts in terms of the parties' rights and obligations under the responsibility of each of them, as well as the conditions that may expose them to the benefits and risks of the contracts. It finally addresses the mechanisms followed that keep track of settling disputes which may arise between the parties in those contracts.

(Prerequisite: LAW 212)

### **LAW 424 – Commercial Electronic Law**

This course deals with the study of the Electronic Transactions Act of Bahrain No. 28 of 2002, through the study of what e-commerce is, what e-contracts are and the methods used in concluding e-contracts, the formation of an e-contract through the retrieval of both an offer and an acceptance, the law applicable to e-contracts, methods to protect e-contracts and the authenticity of legal records and e-signatures.

(Prerequisite: LAW 212)

### **LAW 433 - Forensic Medicine**

This course deals with the criteria of death through scientific methods, means of murder, stages of body dumping, old and new fingerprints, as well as signs of pregnancy, abortion, wounds, types of poisons and their effects and the role and ethics of the investigator.

(Prerequisite: LAW 231)



# Regulations for Bachelor Degrees



**Article (1):**

These regulations are called “Regulations for earning a Bachelor Degree” at Applied Science University.

**Article (2): Academic Definitions**

The following words and phrases will have the following meanings wherever they appear in these regulations, unless otherwise indicated.  
The President: The President of Applied Science University.

The Dean of College: The Dean of the college which the student is enrolled in.

The Study System: The Credit Hour System

**2/1: Credit Hour System**

The system identifies the credit hours to be completed by the student, and his success in those hours at a level approved by the University as a condition for graduation in any academic department. It also determines the credit hours assigned to each academic programme as per the provisions in these regulations, by providing the student the freedom to choose the courses required as per the student’s needs and readiness with the guidance of the academic advisor; to choose within the lower and upper limits of the credit hours allowable each semester.

**2/2: Credit Hour**

It is defined as the weekly theoretical study hour or equivalent hours of practical study during a whole semester.

**2/3: Academic Year**

The academic year consists of two compulsory academic semesters and one optional summer semester.

**2/4: Academic Semester**

The duration of an academic semester is not less than fourteen (14) weeks including the examinations, and the summer semester consists of seven (7) weeks including the examinations. The University retains the right to make any changes in the mechanisms of the study duration due to compelling matters or the public interest or whenever seen appropriate by the University Board as long as it does not interfere with the rules and regulations issued by the HEC.

**2/5: University Requirements**

It is a group of compulsory and elective courses to be taken by all students of the University as per their approved study plan in the University.

**2/6: College Requirements**

It is a group of compulsory and elective courses to be taken by all students of a particular college as per the approved study plan in the University.

**2/7: Department Requirements**

It is a group of compulsory and elective courses to be taken by all students of a particular department as per the approved study plan in the University.

**2/8: Academic Level**

The academic level of the student is to be determined by the number of the credit hours he/she successfully completes in the designated study plan.

**2/9: Elective Courses**

It is a group of courses from which the student can freely choose as per his/her approved study plan in the University.

### **2/10: Compulsory Courses (Academic Course)**

It is a group of courses from which the student is obliged to complete them all as per his/her approved study plan in the University.

### **2/11: Prerequisites**

It is an academic course which must be successfully completed by the student prior to the enrollment in the original course.

### **2/12: Academic Load**

It is the total number of credit hours registered by the student during an academic semester.

### **2/13: Study Plan**

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

### **2/14: Attendance**

It is the attendance to lectures, discussions, and practical courses assigned to every course in the study plan.

### **2/15: Academic Advisor**

The academic advisor is a faculty member who assists the student in selecting the courses required after referring to the student's academic transcript and to the rules and regulations of the University, depending upon the student's abilities and his/her academic progress in the University.

### **2/16: Final Grade of a Course**

It is the sum of the grades of the final exam, mid-term exam and the semester's work; excluding courses that are on a "Fail" or "Pass" mark basis.

### **2/17: Semester Average**

It is the grade point average of the courses completed by the student in one semester and is calculated to the nearest two decimal places.

### **2/18: Accumulative Average**

It is the grade point average (GPA) of all the courses completed by the student, successfully or otherwise, in the student's study plan. 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 places.

### **2/19: Minimum Passing Grade of a Course**

The minimum passing grade of a course is 50% and the minimum final grade is 35% (i.e., University Zero Grade).

### **2/20: Academic Transcript**

It is a copy of the student's academic report received by the student at the end of every semester indicating the total number of credit hours taken by the student, the grade of each course and the student's accumulative average.

### **2/21: Withdrawal**

#### **2/21/1 Withdrawal from a course (W)**

It is the student's withdrawal from an academic course within the period specified therefore.

#### **2/21/2 Forced Withdrawal (WE)**

It is the student's forced withdrawal from all the academic courses after the specified withdrawal period for compelling reasons such as health concerns, traffic accident with injury or death of a relative of the first or second degree.

#### **2/21/3 Compulsory Withdrawal (WF)**

It is the student's withdrawal from the registered courses in a particular semester if the student exceeded the permitted absenteeism rate without an official excuse.

### **2/22: Academic Warning**

It is a formal warning to the student in case his/her academic average is low.



**Article (3):**

These instructions apply to all colleges of the University and its provisions apply to all students registered under the Bachelor Degree.

**Article (4):**

Upon the suggestions of the academic departments and the colleges' councils, the University Council approves the academic study plans which lead to obtaining the bachelor degree in programmes offered by those departments. The following charts show the required credit hours that students are expected to successfully complete before they earn the Bachelors Degree in each programme:

**4/1 College of Administrative Sciences**

- 4/1/1 Bachelor in Business Administration (135 credit hours)
- 4/1/2 Bachelor in Accounting (135 credit hours)
- 4/1/3 Bachelor in Accounting and Finance (135 credit hours)
- 4/1/4 Bachelor in Management Information Systems (135 credit hours)
- 4/1/5 Bachelor in Political Science (135 credit hours)

**4/2 College of Law**

- 4/2/1 Bachelor in Law (135 credit hours)

**4/3 College of Arts & Science**

- 4/3/1 Bachelor in Computer Science (135 credit hours)
- 4/3/2 Bachelor in Graphic Design (139 credit hours)
- 4/3/3 Bachelor in Interior Design (138 credit hours)

**Article (5): Study Plans**

The academic study plans of all programmes of the Bachelor Degree consist of the following courses:

**5/1: University Requirements**

The total number of credit hours of the University requirements is 27 credit hours as follows:



University Requirements	Number of Credit Hours
Compulsory	21
Elective	6

5/1/1: University Compulsory Requirements: (21 credit hours)

Course Code	Course Name	Credit Hour
ARBI01	Arabic Language	3
ENGI01	English Language (1)	3
ENGI02	English Language (2)	3
CS104	Computer Skills	3
HBHI05	History & Civilization of Bahrain	3
LFSI02	Thinking & Communication Skills Development	3
HRI06	Human Rights	3

### 5/1/2: University Elective Requirements: (6 credit hours)

The Electives are chosen from the following two groups:

1. One course from Group One - (3 credit hours).
2. One course from Group Two - (3 credit hours).

Group	Course Code	Course Name	Credit Hour
Group I	ISL101	Islamic Culture	3
	ISL103	Islam and Current Issues	3
	ISL102	Ethics in Islam	3
Group II	SOCI01	Introduction to Sociology	3
	MAN101	Man and Environment	3
	LIB101	Introduction to Library Science	3
	SPT101	Special Topics	3
	CS205	Computer Applications	3

5/1/3: Some courses may be added or some of the above mentioned courses may be dropped, upon a decision from the University Council to form a Committee for every course or group of courses providing the detailed plans and contents of the suggested course(s) according to the guidelines established by the Council.

### 5/2: College Requirements

The college requirements consist of a number of credit hours approved by the University Council upon the suggestions of the Colleges' Councils.

College	Number of Credit Hours
College of Administrative Science	24 credit hours
College of Arts and Science	21 credit hours
College of Law	24 credit hours

### 5/3: Programme Requirements and Support Courses

It is the number of credit hours approved by the University Council upon the suggestions of the Colleges' Councils. The credit hours of a programme are distributed over compulsory courses, elective courses, applied studies and field training.

### Article (6): Admission Requirements and English Language Placement Test

6/1: The admission requirements of Applied Science University are:

6/1/1 The student should obtain a high school certificate or its equivalent certified by the Ministry of Education in the Kingdom of Bahrain at an average not less than 60%.

6/1/2 Students with averages less than 60% may register in the University, provided that they meet the following criteria:

- Athletes or artists who represent the Kingdom of Bahrain in external participations.
- Those who have at least one year practical experience after attaining the high school certificate.

The following conditions must be applied for such students stated above:

- Pass a personal interview in the concerned college.
- The number of students admitted according to 6/1/2 should not exceed 5% of the total number of admissions that particular semester.

6/1/3 In some specializations, admitted students from non-scientific high schools must pass a number of remedial courses.

6/2: All admitted students to the University conduct an English Language Placement test decided by the University.

6/2/1: Students admitted to programmes taught in English Language will have their levels decided as follows:

Course Code	Level	Grade
ENG097	Elementary	0-34
ENG098	Intermediate	35-50
ENG111	Upper-Intermediate	51-79
ENG112	Advanced	80-120

6/2/2: Students admitted to programmes taught in Arabic Language, will have their levels decided as follows:

Course Code	Course Name	Grade
ENG099	Remedial Course	0-40
ENG101	English 101	41-79
ENG102	English 102	80-120

The admitted student should study the above indicated courses according to the levels assigned to them.

6/2/3: A student is exempted from studying an English Language course in the following cases:

6/2/3/1: A student is exempted from ENG097 and ENG098 for programmes taught in English and from ENG099 for programmes taught in Arabic, if the student attained a mark of 5.0 or more in IELTS or 450 or more in TOEFL.

6/2/3/2: A student is exempted from ENGI11 for programmes taught in English and from ENG101 for programmes taught in Arabic, if the student attained a mark of 5.5-7.0 in IELTS or 501-549 in TOEFL.

6/2/3/3: A student is exempted from ENGI12 for programmes taught in English and from ENG102 for programmes taught in Arabic, if the student attained a mark of 7.0 or more in IELTS or 550 or more in TOEFL.

6/2/3/4: The English Language Placement Test is conducted during the first week of the semester the student got admitted in.

6/2/4: Transfer students from other universities are exempted from the English Language Placement Test after any English course from the previous university has been transferred.

### Article (7): Credit Hours

7/1: Each academic course is assigned three credit hours. Except for some courses that include laboratories, the hours of those courses may reach five credit hours. The credit hours of a course may decrease or increase, depending upon the nature of the course and upon a decision from the University Council.

7/2: The credit hours for each course are assigned on the basis that one 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 not less than two practical hours or two laboratory hours.

### Article (8): Study Levels

8/1: The courses offered by each programme as well as the courses included in the study plans are classified into four levels, stating prerequisites of each course, if any. Each course is assigned a code that indicates its level. Moreover, every course must identify the number of lectures, number of weekly laboratory hours and number of credit hours.

8/2: The students registered under the Bachelor degree are classified into four levels. The following chart shows the levels of students and the required credit hours of each level:

Student Study Level	Second	Third	Fourth	Hours required
If passed in at least	Year	Year	Year	for Graduation
College of Administrative Sciences	35	68	101	135
College of Law	33	66	99	135
College of Arts & Science	33	69	102	135-139

### Article (9): Prerequisites

9/1: Students are not allowed to register a course before the completion of its prerequisite, if any. The violation of this item would result into the cancellation of the registration and grade of that course.

9/2: Upon the consent of the Dean of the College and with a recommendation from the Head of the Department, a student may enroll in a course and in its prerequisite concurrently in one semester only if his/her graduation depends upon it, provided that the student does not have more than one prerequisite not taken or failed in.

9/3: The expression of registering the prerequisite indicated in the paragraphs (1,2) of this article, means that the student has enrolled in the prerequisite and has taken part in the examinations without considering his/her success or otherwise, provided that his/her mark is not less than 36%.

### Article (10): Study Duration

10/1: The study duration to obtain the Bachelor Degree in any programme with a regular load is four academic years.

10/2: The student is not allowed to obtain the Bachelor Degree in less than three academic years in all programmes.

10/3: The study duration to obtain the Bachelor Degree should not exceed eight academic years in all programmes.

### Article (11): Study Load

The minimum number of credit hours a registered student may enroll in is 12 credit hours per semester, and the maximum is 19 credit hours. A student is allowed to register less than 12 credit hours only once during his/her study. A student is also allowed to register less than the minimum credit hours mentioned above more than once to be considered irregular, provided that it is not calculated within the minimum period to attain the degree. A student is allowed to register extra hours at a rate that does not exceed 21 credit hours provided that the following 2 conditions are met:

- The accumulative average of the student is not less than 84%.
- That the graduation of the student depends upon the registration of 21 credit hours.

### Article (12):

In his/her graduation semester, a student is allowed to register any number of credit hours without taking into account the maximum academic load, but considering the provisions in Article(11) of these regulations.

### Article (13): Attendance

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 (14): Absences and Excuses**

14/1: The student is not permitted to miss more than 25% of the course hours.

14/2: 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 necessary action in this respect.

14/3: If a student misses more than 25% of the total course hours without presenting a satisfactory or compelling excuse approved by the Dean, he/she will not be allowed to sit for the final exam, and will be given the minimum grade of (WF: 35%). The course must be retaken by the student if it is compulsory. In all cases, the grade will be included in the calculation of the student's accumulative and semester average while giving a warning or dismissal from the semester.

14/4: The Head of Department submits to both the Dean of the respective College and the Deanship of Admissions and Registration the names of those students who are prohibited from taking the final examinations due to their absenteeism, in order for them to assign those students the minimum grade for that course.

### **Article (15): Absenteeism**

15/1: If a student misses more than 25% of the total course hours due to sickness or any compelling excuse approved by the Dean of the College, he/she is considered as withdrawn from the course with a grade of (W), and the rules of withdrawal apply here. The Dean of the College informs the Deanship of Admissions and Registration about the decision, where a note of "Withdrawn" will appear next to that course in the student's academic transcript. 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.

15/2: It is stipulated that a sick leave be a certificate issued by an accredited medical authority, and such certificate must be submitted to the Dean of College within a period no later than two weeks from the date of the absence.

15/3: The Deans of the colleges, heads of the departments, faculty members and lecturers as well as the Dean of Admissions and Registration shall be responsible for enforcing these attendance regulations.

### **Article (16): Exams**

16/1: Anyone who misses the final examination without any excuse approved by the Dean of the College will be given the grade of zero.

16/2: The maximum number of sick leaves (stamped) of out-patient student is five days approved within two working days, whereas an in-patient has an approval within four working days from the lapse of the excuse.

16/3: Anyone who misses the final examination with a compelling excuse approved by the Dean of the College, the Dean is responsible to inform the Deanship of Admissions and Registration to assign a grade of "incomplete", where the course instructor schedules a make-up exam within the first 2 weeks of the following semester. Otherwise, the students' right to take the make-up exam will drop.

16/4: It is possible to consider the student who misses the final examination with an approved excuse as withdrawn from the course provided that he/she has successfully passed the Mid-Term exam and the coursework, and has not sit for the make-up exam during the period determined in Paragraph (3) above,

provided that the student did not miss the make-up exam scheduled by the department without an approved excuse by the Dean.

### **Article (17): Course Contents**

The course instructor is expected to prepare the detailed contents of the course, a syllabus that must include the nature, objectives, the schedule of the lectures, its examination, assessment methods, as well as the list of the required references and the textbooks.

### **Article (18): Grades**

18/1: The final grade of each course is the sum of the final examination grade and the grades acquired from the semester coursework.

18/2: The semester coursework includes the following:

18/2/1: Quizzes, oral tests, reports, research projects, group discussions and class presentations.

18/2/2: The mid-term exam is worth 30% of the total grade; and 20% is for participation.

18/3: The final exam of each course is conducted at the end of the semester, and is assigned 50% of the final grade, where it is written and comprehensive of the course. The final exam may consist of practical or oral exams as well as reports. Based on a recommendation from the programme department, the College Council determines the percentage of the final exam grade, which is to be announced to the students at the beginning of the semester.

18/4: The distribution of the grades of the practical courses or those which have a practical part is determined by the College Council based upon a recommendation from the Department Council.

18/5: The Final exam and Mid-term exam grades may be re-distributed upon a recommendation from the College Council depending on a recommendation from the Department Council and an approval from the University Council.

18/6: The calculation and registration of the grades are on a percentage basis, with an indication of the number of credit hours of the course.

18/7: The final grade of each course is calculated from 100 to the nearest whole number.

### **Article (19): Examination Questions**

The course instructor should preserve the confidentiality of his/her questions, in co-ordination with the Head of his/her Department and the Dean of College. He/she is held accountable for the supervision, printing, copying, binding and preservation as per the following rules:

19/1: Printouts of questions should be made using the facilities available at the College. If not available, then the facilities of the University shall be used.

19/2: Copies of questions should be made using the facilities available at the College. If not available, then the facilities of the University shall be used.

19/3: All copies and originals of the questions should be preserved in a sealed envelope and kept in a safe place.

19/4: The course instructor should carry out all the above matters personally and cannot entrust another person to carry out these matters except by an approval from the Head of the Department or in urgent situations.

**Article (20):**

The course instructor is responsible for the administration of the student attendance in the examination hall and the correction of the exam papers.

**Article (21): Correction of Examination Papers**

21/1: Mid-Term Exams

21/1/1: The exam papers are given to the students after correction no later than one week from the date of the exam (within three days during the summer semester).

21/1/2: Students are accepted to revise their test papers once they receive them.

21/1/3: The course instructor submits the grade report to the Head of the Department within at least two weeks prior to the date of the final examination.

21/1/4: The grades are considered final one week after the announcement of the grades to the students.

21/2: Final Exams

21/2/1: A student is not permitted to enter the final examination hall after half an hour from distributing the papers, except in very few compelling circumstances to be approved by the course instructor and the Head of the Department. The student is also not allowed to leave the examination hall before half an hour from starting the exam.

21/2/2: The final examination papers are to be secured with the Deanship of the concerned

college for a duration of one academic year in order to refer to them when necessary, and then they shall be destroyed under the supervision of a certain committee headed by the Dean, approved by official meetings minutes.

21/2/3: The examination is to be supervised by the concerned department itself. In some compelling cases, the Head of the Department may ask for assistance from other departments, by consulting the Dean of the College.

**Article (22):**

22/1: The course instructor is responsible for registering the grades in the Student Information System accurately.

22/2: The course instructor delivers the approved final grade report to the Head of concerned department within no more than (72) hours from the date of the final examinations in order to be assessed by the Department Council within (24) hours from the delivery date.

22/3: The Head of the Department submits the grade reports to the Dean of the College to be presented to the College Council within (24) hours after being submitted by the Head of the Department. An approved copy with a signature from the course instructor, the Head of the Department and the Dean is sent to the Deanship of Admissions and Registration.

22/4: The Deanship of Admissions and Registration announces the final grades within (48) hours, after receiving the grade reports from the Colleges.



**Article (23):**

**23/1: Grade Classification is as follows:**

Grades	Assessment	Code in English
90 - 100 %	Excellent	A
80 - 89 %	Very Good	B
70 - 79 %	Good	C
60 - 69 %	Satisfactory	D
50 - 59 %	Poor	E
Below 50 %	Fail	F

23/2: The Accumulative Averages are classified as follows:

Grades	Assessment
92 – 100%	Excellent with Honor List
84 – less than 92%	Excellent
76 – less than 84%	Very Good
68 – less than 76%	Good
60 – less than 68%	Satisfactory

**Article (24): Calculating the Semester and Accumulative Average**

24/1: The calculation of the semester and accumulative average is made via the multiplication of the percentages of each course into the number of the credit hours of each course included in the average, and then the division of the product by the total credit hours.

24/2: In the event of failure, above 35% would remain the same. But if it is below 35%, it would be converted to 35%.

24/3: All courses completed by the student are documented in his/her academic record.

**Article (25): Appeals**

25/1: The student has the right to ask for the revision of his/her final examination grade of

any course within a maximum of (10) ten days after the date of the grade announcement. In this case, the Dean of the College should look into the grades to make sure that no mistakes were made in their correction or their transformation, or whether there were answers that were not corrected. This is done by a committee formed by the Dean of the College, where it consists of faculty members provided that the course instructor is not one of the members.

25/2: The student has to pay a fee of BD 10/- for the petition of reviewing any of his/her final grades.

25/3: The student has the right to request for an appeal of his/her final grade of any course by the following steps:

25/3/1: The student should file for an appeal within 10 days from the announcement of the

grade to review his/her final grade. The student pays a fee of BD 10/-, which is refundable in case the student's grade changes to his/her benefit.

25/3/2: The Head of the Department forms a special committee consisting of 2 faculty members to review the student's coursework grades and his/her final grade provided that the concerned course instructor is not one of the committee members. In case the two committee members failed to agree on the same result, a third party may be consulted.

25/3/3: The committee adopts the revision of the grades and their distribution from the course instructor.

25/3/4: The committee submits its decision to the Head of the Department within one week from its formation.

25/3/5: In case the grade changes as a result of the revision, it must be approved by the concerned Head of the Department and the concerned Dean of the College. The result is then submitted to the Deanship of Admissions and Registration to register the corrected grade prior to end of the Add/Drop period of the coming semester.

25/3/6: The Deanship of Admissions and Registration is responsible to inform the concerned student of the corrected grade.

25/3/7: The student is not allowed to request an appeal on a course that was already reviewed. The first appeal's decision will be considered final.

### **Article (26): Add/Drop of Courses**

26/1: The student is permitted to drop registered courses and to add courses within five working days from the beginning of the

first and second semesters, and within three working days from the beginning the summer semester. The courses dropped within those periods will not be included in the student's academic transcript.

26/2: Considering paragraph (1) of this Article, the student is permitted to drop any course within eight weeks from the beginning of either the first and second semester, and within four weeks from the beginning of the summer semester, provided that the student has not exceeded the percentage of the permitted number of unexcused absences. The dropped course in this case would be included in the student's academic transcript with a note of "withdrawn-W" and such a course is not included in the total credit hours he/she studied in terms of pass, fail or graduation requirement. If the student dropped the course after the mentioned period, the faculty member should include the student's result in his/her academic transcript. In all the cases, the withdrawal process will not decrease the number of credit hours studied by the student in terms of the minimum study load allowed according to these instructions except in some compelling circumstances stipulated in these instructions.

### **Article (27): Withdrawal from courses and their completion**

27/1: In the event of the student's withdrawal from a course, the note of "Withdrawn" appears in his/her academic transcript to that course.

27/2: The note of "Incomplete" shall be registered against the course where a student did not complete its requirements or missed the final exam with a compelling acceptable excuse.

27/3: Taking into consideration Article (16) of these regulations, the student must complete all the exams and coursework, if any, to remove the note of “incomplete” in his/her academic transcript by the end of the semester following the semester the student attained the note of “incomplete”, without taking into account the summer session.

27/4: The accumulative average is redeemed upon the completion of the course with the note “incomplete”. The student is put under probation or dismissal until he/she completes the course.

### **Article (28): Honor list**

28/1: The President issues, at the end of each semester, an honor list which includes the names of students who score a semester average of 92% and above among the students registered on the College Honor List. The University shall award the honor students in the way they deem appropriate.

28/2: Students who score a semester average of 85% or more are included in the College Honor List, where it will be documented in his/her academic record provided that the student's academic load is not less than (12) credit hours.

28/3: The Honor list applies to all students of Applied Science University as per paragraphs 1 and 2 above.

### **Article (29): Academic Warning (Under Probation and Dismissal)**

29/1: Students who score below (60%) at the end of any academic semester including the summer semester with exception of the first academic semester are put under probation. The Deanship of Admissions and Registration must notify the students in the way they deem appropriate.

29/2: Students under probation must remove the reasons behind this disciplinary measure in a period that does not exceed two academic semesters following the semester of that measure.

29/3: In case the student fails to remove the probation as per paragraph (2), the student will be dismissed from his/her programme of study.

29/4: Any student who has completed (75%) of the required credit hours of the academic programme will not be subject to dismissal. Moreover, the student who obtains an accumulative average of (59.5%, to 59.9%) will not be dismissed. But the student will be dismissed if he/she exceeds the allowable study duration for the programme.

29/5: Every student who exceeds the allowable study duration for the programme in the university will be dismissed.

### **Article (30): Probation and Academic Warning**

30/1: Students who score an accumulative average of less than 50% in any semester will be dismissed from his/her programme except for the student's first semester at the University. This measure becomes applicable after the completion of more than 12 credit hours.

30/2: Any student who was dismissed from his/her programme and was rejected by all other departments at the University will be dismissed from the University.

30/3: A student is not permitted to register and study a programme he/she was previously dismissed from.

30/4: A student with a warning is not permitted to register more than 12 credit hours in a semester.

30/5: A student under probation is not permitted to participate in any activity conducted in the University.

**Article (31): Course-Retake**

31/1: The student has the right to retake any course he/she fails in, where the retake is compulsory if the course was a compulsory one. However, if the course the student failed in was elective, the student has the right to take another course instead according to his/her study plan and depending on the availability. Moreover, the student may retake any course in which he/she scores below 65% in order to improve his/her accumulative average. In all indicated cases, the new grade is calculated for the student's accumulative average and not the previous grade.

31/2: In the event of retaking a course due to a failure or due to any other reason, the credit hours of each course shall be included in the calculation of the number of the required credit hours for graduation once only.

31/3: If the student completes more courses than the required elective courses in his/her academic plan, the courses with the highest grade will be included in the calculation of the accumulative average, taking into consideration paragraph (2) of this article.

**Article (32): Postponement of Study, Drop-out and Withdrawal from the University**

32/1: The student may apply for postponement of his/her studies prior to the commencement of the academic semester to be postponed provided that he/she presents an excuse

accepted by the competent authority, according to the following:

The Dean of the College may give consent to the student for the postponement of one semester, provided that it must not exceed four consecutive, or nonconsecutive, academic semesters.

The College Council may give consent to the student for the postponement of four semesters, provided that it must not exceed six consecutive, or nonconsecutive, academic semesters.

32/2: A newly admitted or transfer student is not allowed to postpone a semester unless he/she complete one semester at the University (considering the orientation programme).

32/3: A student who did not register in any academic semester and did not apply for the postponement of any semester will be subject to regulations stated in Paragraph (33/1).

32/4: The period of the postponement is included in the maximum study duration specified for obtaining the Bachelor Degree.

**Article (33): Regularity, Re-admission, Absence and Withdrawal from courses**

33/1: In the event a student did not register in one or more academic semesters and did not receive a written approval from the Dean regarding the postponement of any semester, the student loses his/her seat at the University.

33/2: The University Council may re-register the concerned student if he/she presents a compelling excuse and is approved by the Council. After approval, the student may retain all of his/her previous academic record.

33/3: The University Council, based on the recommendation of the College Council and

the Deanship of Admissions and Registration, will determine if the academic plan is fit for a student who lost his/her seat, taking into account the academic and scientific aspects of the graduates.

33/4: A students whose absences exceed (25%) with excuse of the semester hours is considered withdrawn from the semester and a note must appear in his/her academic record. This semester will be considered postponed.

33/5: The student is allowed to apply for the withdrawal from all the courses registered in a semester at least four weeks before the final examinations of the semester; the Dean of the College for approval. As soon as the approval is given, the semester will be considered postponed.

### **Article (34): Transfer from one department to another**

34/1: The student can transfer from one programme to another if there is a vacancy in the programme he/she wishes to transfer to, provided that his grades in the secondary school certificate qualifies him/her to be admitted in the required programme in the year of obtaining the secondary school certificate or in the year of the transfer.

34/2: Upon the transfer of the student to another programme, he/she shall be entitled to include any course chosen by him/her from the courses he completed within the programme he is transferred from. The courses shall be included within the study plan of the programme the student transferred to and shall be included in the student's semester and accumulative average.

34/3: The transfer application must be submitted to the Dean of Admissions and Registration, in accordance to established models.

34/4: A Transfer Acceptance Committee is formed consisting of the Dean of Admissions and Registration being the chair, and Heads of the Departments that the student wishes to transfer from and to. This committee is in charge of screening the transfer applications.

34/5: The transfer student is considered a new student for matters such as postponement, warning and dismissal from the programme.

### **Article (35): Visiting Students**

35/1: The visiting student must be a regular student at an accredited university, while being a temporary student at Applied Science University. Visiting students are allowed to take specific courses in a specific semester. After the completion of the semester, the University is not obliged to admit or transfer him/her in any academic programme.

### **Terms of dealing with visiting students are as follows:**

- A visiting student must be academically enrolled in another university.
- A visiting student must study at an accredited university according to the policies and regulations of the HEC in Bahrain.
- A visiting student must be elected by his/her original university to study specific courses at Applied Science University. Applied Science University will then deliver the students' marks at the end of the semester in order to be calculated for him/her in the original university.
- A vacancy must be available in the courses a visiting student applies for.
- Visiting students are registered after the period of registration and add/drop, only in those courses that have available seats.

35/2: Students who wish to study as visiting students at other universities accredited by the National Committee for Accreditation of Certificates at the Ministry of Education in the Kingdom of Bahrain must first get an approval from the Deanship of Admissions and Registration at Applied Science University.

### The approval to study at other universities requires the following documents:

- Course description of the required courses approved by the concerned authority at the other university and submitting it to the concerned academic department as per the regulations approved by the University Council.
- A letter from the Deanship of Admissions and Registration addressed to the concerned authority at the other university regarding this issue.

#### Article (36):

If the first Bachelor Degree attained by a student is from the same university the student wishes to attain a second Bachelor Degree but in another programme, the university may exempt the student from the university requirements as well as the college requirements, if the student wishes to attain the second degree in the same College of the first degree, where the student must then complete the new programme requirements. However, if the second required Bachelor Degree is in another college, then the student is exempted from only the university requirements.

#### Article (37): Transfer from other Universities

The University may consider student transfer applications in the event of available vacancies. The transfer students are subject to the following terms and conditions:

37/1: To fulfill the terms and conditions of the admission and registration at the University. The average of the transfer student in the secondary school or its equivalent must be acceptable in the required programme, at the year of attaining the secondary school certificate.

37/2: A student must be transferring from an accredited university, college, or a higher education institute approved by the Equivalence Committee at the Ministry of Education in the Kingdom of Bahrain. The courses completed by the transfer student that are included in his/her study plan will be considered for the fulfillment of the requirements of the degree he/she requires at the Applied Science University, provided that the credit hours of a course in the previous university are not less than the credit hours of a course in Applied Science University.

37/3: The transfer student must be a full timer at the previous university, and must submit proof of this matter.

37/4: A student is not to be dismissed due to a disciplinary measure at the original university prior to the application of transfer.

37/5: In case of Bachelor Degree:

- If a student attained a Bachelor Degree from another university other than the one he/she is applying in to attain another Bachelor Degree, the student will be treated like a transfer student from one programme to another.
- In all cases, the study duration of attaining the new degree should not be less than one whole year or its equivalent in the study system.

37/6: In order to apply Article (10) of these regulations, each (15) credit hours completed by the transfer student count as one academic semester whether the transfer is from inside or outside the University.

37/7: If a student previously withdrew from the University and wishes to rejoin the University, he/she should apply to register again. In case

he/she got admitted into the same previous programme, the student retains his/her study plan and pursues to complete the graduation requirements according to the existing study plan. The previous study duration of the student is considered in the maximum study duration of the programme. In case the student got admitted into another department, the transfer regulations apply here where the period of withdrawal is considered in the maximum study duration of the programme for the student. (Refer 33/5)

37/8: If a student discontinued his studies for four years or more, the student's academic record is not considered. In all cases, if a student lost his seat in the University for more than once, he/she cannot return to study at the university.

37/9: The student must complete at the Applied Science University no less than (1/3<sup>rd</sup>) of the required credit hours and must spend the normal academic semesters in ASU while applying Articles (10) and Paragraph (37/6) of this article, provided that the last two semesters prior his/her graduation are at ASU.

37/10: The grades of all the courses taken by the student in the previous university are not included in calculating the student's accumulative average in Applied Science University.

37/11: Transfer Applications are submitted to the Deanship of Admissions and Registration in accordance with the deadlines announced each semester.

### **Article (38): Requirements for attaining a Bachelor Degree**

The first university degree (Bachelor Degree) is awarded to the student upon the completion of the following requirements:

38/1: To successfully complete all the courses required for graduation in his/her academic study plan.

38/2: To obtain an accumulative average of (60%) and above.

38/3: To spend the allowable duration required for the Degree, and must not exceed the maximum study duration as stipulated in Article (10) of these regulations.

38/4: To consider Paragraph (37/1) of Article (37), of these instructions with respect to the transfer student.

### **Article (39): Course Equivalence**

39/1: In the event of transfer from a Higher Education Institution to Applied Science University, the number of credit hours transferred should not exceed 66% (1/3<sup>rd</sup>) 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.

39/2: The number of the credit hours of the course required to be transferred must not be less than the number of the credit hours of the equivalent course.

39/3: The course is equivalent to only one course.

39/4: And official and approved academic transcript is required to verify the student's successful completion of the courses.

### **Article (40): Issuing the Graduation Certificate**

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

**Article (41):**

41/1: In case the student's graduation is dependent on one compulsory course which is not listed in the semester schedule or its timing clashes with another compulsory course, or the student has failed in the same course twice, the Dean of College, with the consultation of the Head of Department, may allow the student to enroll in an alternative course equivalent to the original one, taking into account the level of the course and knowledge path. The Deanship of Admissions and Registration should be notified accordingly.

41/2: If the student's graduation is dependent on one elective course and the student is unable to enroll in that course for a compelling reason, the Dean of College, with the consultation of the Head of Department, may allow the student to enroll in an alternative course equivalent to the original course, taking into account the level of the course. The Deanship of Admission and Registration should to be notified accordingly.

41/3: Upon the recommendation from the Head of the Department and the approval of the Dean, if the student could not register a compulsory or elective course due to it not being offered or clashes with another course, the student may record a completely equivalent course in terms of description and content if there are several plans in the programme.

**Article (42):**

In case the student needs to register less than (9) credit hours for graduation purposes, he can do so, regardless of the permitted minimum study load.

**Article (43):**

43/1: The Head of the Department and the academic advisor are responsible to follow-up the academic status of the students in coordination with the Deanship of Admissions and Registration and to examine their fulfillment of the graduation terms and conditions.

43/2: All students who are expected to graduate at the end of a semester must fill out a graduation form at their department, a semester before the graduating semester, so as to leave enough time for screening their record and to avoid any unexpected mistakes, via the collaboration of the Deanship of Admissions and Registration.

**Article (44):**

The student must obtain a "No Liability Certificate" from the University before the completion of the graduation procedures.

**Article (45):**

The student has no right to complaint regarding their not knowing these instructions, or not being informed of the official statements issued by the University, or to what was published on the billboard advertisements with regard to these instructions.

**Article (46):**

The Bachelor Degree must bear the date of its issuance.





### Article (47): Tuition Fees

The student must pay all tuition fees and any required deposit at the time of registration in any semester. Further, the registration of the student will not be finalized till the payment of all the fees and deposit is complete. The fees are as indicates below:

Bachelor Degree Tuition Fees	
BHD 92.7	Fees per each credit hour for Bachelor Degree students.
BHD 10	Application Fee paid once.
BHD 100	Registration Fee paid once for Bachelor Degree students. (Non-Refundable).
BHD 100	Fees per first and second semester for Computer Science, Internal and Graphic Design Labs.
BHD 50	Fees per summer semester for Computer Science, Internal and Graphic Design Labs.
BHD 5	Fees for English Language Placement Test.
BHD 5	Fees for an Official Academic Transcript or Graduation Statement.
BHD 5	Fees for a Duplicate Official Academic Transcript.
BHD 5	Fees for a Student Acknowledgment Statement.
BHD 10	Fees for Course Equivalence Procedure.
BHD 10	Fees for Appealing a final grade (for one course and non-refundable in case the final grade changed in favor of the student.
BHD 5	Fees to issue a new ID card or replace it.
Double Price	Fees for destroyed or lost books by the student.
BHD 10	Fees for yearly Graduation Academic Transcript and Graduation statement.

47/2: A student from high school is offered a discount in the first semester (admission semester) on tuition fees excluding other fees such as books and others at a rate as follows:

30% discount, for those who graduated from high school with an average of 95% and above.  
15% discount, for those who graduated from high school with an average of 94.99% to 90%.

47/3: Financial Instructions for students:

47/3/1: If a student was allowed to register courses after the Add/Drop period, any withdrawal whether partial or total will not entitle the student of any refund.

47/3/2: The student is entitled to ask for refund only if he/she withdraws from a course during the Add/Drop period announced by the Deanship of Admissions and Registration every semester.

47/3/3: With the consideration of all articles stipulated in the Regulations of attaining a Bachelor Degree, and after the end of the add/drop period, which is usually the end of the first week from the commencement of every semester, and as for the summer semester, the add/drop period is usually for three days from the commencement of the semester, along with an approval from the Deanship of Admissions and Registration and the Dean of

the College, the student has the right to:

- Total or partial academic withdrawal, without financial compensation if it was within the add/drop period.
- Withdraw a course(s) without financial compensation for those courses that require a pre-requisite but yet were registered by the student and presented to the Deanship of Admissions and Registration.
- Withdraw a course(s) without financial compensation that the student previously passed in.
- Withdraw a course(s) without financial compensation that was later transferred.
- Withdraw a course(s) with financial compensation in case the student wishes to transfer to another programme after the add/drop period, where the student bears one-third the value of the course(s) provided that he/she doesn't attend.
- Withdraw a course(s) without financial compensation if more than the maximum number of credit hours was registered, as approved by the University Council and the HEC in Bahrain.
- Withdraw a course(s) without financial compensation if the student registered a course by mistake and presented it to the Deanship of Admissions and Registration, provided that the student did not attend

the classes. The student bears one-third if he/she drops the course after the allotted add/drop period, provided that the academic year did not end.

- As for a new student, he/she is governed by the total withdrawal issued by the University during the registration of an academic semester.

**Article (48): Instructions not included in these regulations**

The University Council shall study and decide on cases that were not stated in these regulations and problems that may arise from their application.

**Article (49): Amendments to the provisions of these regulations**

The University Council has the right to change the articles of these regulations in accordance with new emerging issues and the public interest provided that they do not interfere with the rules and regulations of the HEC in the Kingdom of Bahrain.

**Article (50): Implementation of the provisions of these regulations**

The President of the University, the Vice-Presidents, the Deans and the Dean of Admissions and Registration are responsible to implement the provisions of these instructions.



# **Master Programmes**

**College of Administrative Sciences**



# **Department of Business Administration**



## Master in Business Administration

### Programme Compulsory Courses

Course Code	Course Title	Credit Hour
BA601	Scientific Research and Statistical Analysis	3
ACF611	Managerial Accounting	3
BA611	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
<b>Total</b>		<b>24</b>

### Programme Elective Courses

(2 Courses/ 6 Credit Hours to be chosen)

Course Code	Course Title	Credit Hour
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	Creativity and Entrepreneurship	3
BA691	(Special Topics in Management (E	3

### Dissertation

Course Code	Course Title	Credit Hour
BA699	Dissertation	6

## Course Descriptions

### Programme Compulsory Courses

#### ACF 61 I – 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 analysis 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, and the analysis of deviations, performance measurement, normative costs and costs on the basis of activities.

Prerequisite: None

#### BA 60I – 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, and 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 61 I – Marketing Management

This MBA 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 62I – 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 will also examine corporate financial policy, together with capital structure, cost of capital, dividend policy, and related issues. Additional topics will differ, according to individual instructors.

**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 will also examine 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 631 – Human Resources 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 resources practices that align HR activities with the strategic objectives of the firm. Additionally, students will be acquainted with the critical role human resources 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 641 – 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 cover 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

**BA 699 – Dissertation**

A research supervised work based on 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. The dissertation 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: None

### **MIS 611 – 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, and 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 645 – Total Quality Management**

This course is designed to provide an in-depth knowledge to 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 values 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.

Prerequisite: None

### **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 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, and 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 its 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.

Prerequisite: None

**BA 663 – Innovations and Entrepreneur**

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

## Master in Human Resources Management

### Programme Compulsory Courses

Course Code	Course Title	Prerequisite	Credit Hour
BA601	Scientific Research and Statistical Analysis	-	3
HR631	Labor Law and Legislations in Bahrain	-	3
HR633	Human Resources Planning and Staffing	-	3
HR635	Employment Relations and Practices	-	3
HR637	International Human Resources Management	-	3
HR638	Incentives and Compensations Management	-	3
HR644	Strategic Human Resources Management	18 Credit Hours	3
BA654	Leadership and Organizational Behavior	-	3
HR699	Dissertation	24 Credit Hours	6
<b>Total</b>			<b>30</b>

### Programme Elective Courses

(2 Courses/ 6 Credit Hours to be chosen from this group)

Course Code	Course Title	Prerequisite	Credit Hour
HR639	Human Resources Training and Developing	-	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 and 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 applications.

(Prerequisite: None)

#### HR 631 - Labor Law and Legislations in Bahrain

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

(Prerequisite: None)

#### HR 633 - Human Resources Planning and Staffing

This course is designed to expose students to profound knowledge of human resources planning, and give insights to a 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 examine the process of human resources planning and its relation to strategic planning. Additionally, the course focuses on human capital management, investment in people and working within a diversified environment and ethical issues such as discrimination and equal opportunities.

(Prerequisite: None)

#### HR 635 - Employment Relations and Practices

The course exposes students to the main topics of Employment Relations (ER) in organizations. It is designed to deal with the issues and concerns of the major actors in the employment relation: the employer, the employee, the government and unions. The course examines 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 of a set of challenges confronting Human Resource Management in a global context, in terms of attraction, recruitment, retention and termination. The course focuses on the diversity in human resources management systems across borders such as the unfamiliarity of the social context the organization will be brought to difference between employees' cultural backgrounds and invasion of employees into social environment they are not familiar with. The course covers

topics such as international organization strategies and structures, diversified cultures, international employment law, international workforce planning and staffing, international compensation and benefits, and comparative international human resources management.  
(Prerequisite: None)

### **HR 638 – Incentives 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, individual differences in compensation packages, designing wages structure, employee benefits and formulating and implementing compensation strategies.  
(Prerequisite: None)

### **HR 644 - Strategic Human Resource 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 organizations to gain and sustain competitive advantage. The topics covered focus on trends affecting strategic HRM, human resources as a source of competitive advantage, the changing role of human resources management, strategic HR planning and integrating strategy with human capital needs.  
(Prerequisite: 18 Credit Hours)

### **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 provides students with critical thinking on 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 advanced topics, models, and contemporary research on leadership and organizational behavior such as leaders and innovation, group and team dynamics, organizational culture and organizational diversity.  
(Prerequisite: None)

### **HR 699 - Dissertation**

A supervised research work based on approved topic in Human Resources Management discipline. It provides an opportunity for the students to conduct an independent learning and research work based on structured methodology. The dissertation encompasses research problem identification, research methodology, literature review, data analysis, research conclusion and recommendations. The final product of manuscript is subject to public defense and evaluated based on written and oral presentations.  
(Prerequisite: 24 Credit Hours)

### **Programme Elective Courses:**

6 credit hours/2 courses to be chosen from this group

### **HR 639 - Human Resources Training and Development**

This course is designed to offer students insights and practical skills to design, implement and assess training and development programmes within organizations. The course begins with a conceptual framework of organizational

learning. The course progresses towards exploring training and development functions within business organizations, demonstrating a variety of topics such as identifying training needs, planning and designing training programmes, the use of technology in training and the process of evaluating training programmes. Additionally, the course focuses on analyzing the relationship between training and development on one side and employee performance on the other.

(Prerequisite: None)

### HR 640 - Civil Service Management

This course is designed to provide students with the knowledge and skills required to manage and lead civil service organizations. Formulating strategies and policies, diagnosing and solving problems, building teams, restructuring operations and services and controlling and evaluating civil services organization are all topics explored and analyzed throughout the course. Most of the demonstrated topics are applied directly to the Civil Service Organization in the Kingdom of Bahrain.

(Prerequisite: None)

### HR 641 - Performance Management

This course offers insights to Performance Management (PM); it focuses on both the conceptual framework and the practical application of how to manage the performance of people within organizations. The course exposes students to topics such as the importance and objectives of PM, the relation between job analysis and PM, strategic planning as basis for designing an effective PM process, and different steps of PM process. Additionally, the course explores the performance appraisal process, its different methods, and offer solutions to performance problems. Finally, the course demonstrates the integration between PM process and the reward system within the organization.

(Prerequisite: None)

### HR 642 - Career Planning

The course is designed to provide insights to issues related to building and developing career paths of employees in organizations through a process of exploration and analysis of employees' concerns, competencies, potentials, previous experiences and qualifications required to build their career path. The course focuses on issues related to career decision making, talent management, training and development, succession planning, and designing, implementing and evaluating career path plans.

(Prerequisite: None)

### HR 643 - Negotiation Management

This course provides insights to issues related 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 as 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)

### BA 661 - Entrepreneurship

The course provides students with a comprehensive examination of the key features of entrepreneurship. This course guides master student to better apply, synthesize and evaluate the entrepreneurship process. Topics include exploring and screening new business opportunities, assessing entrepreneurial team competencies and capabilities, launching product/service, funding possibilities, and

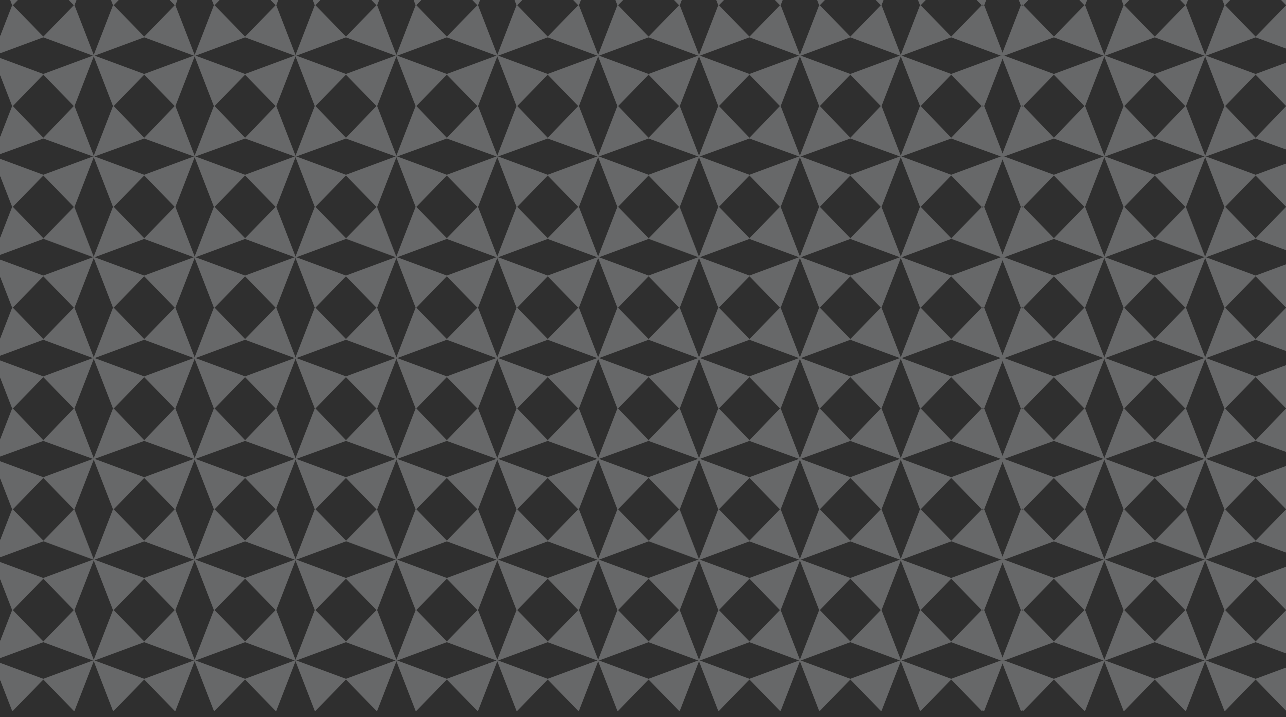
appropriate exit strategies. The course provides a combination of theoretical and hands-on learning through case studies from real business situations around the globe in general, and Middle East and North Africa Countries (MENA) in particular.  
(Prerequisite: None)

planning, learning organizations and the effect of globalization on human resources strategy are demonstrated and analyzed.  
(Prerequisite: None)

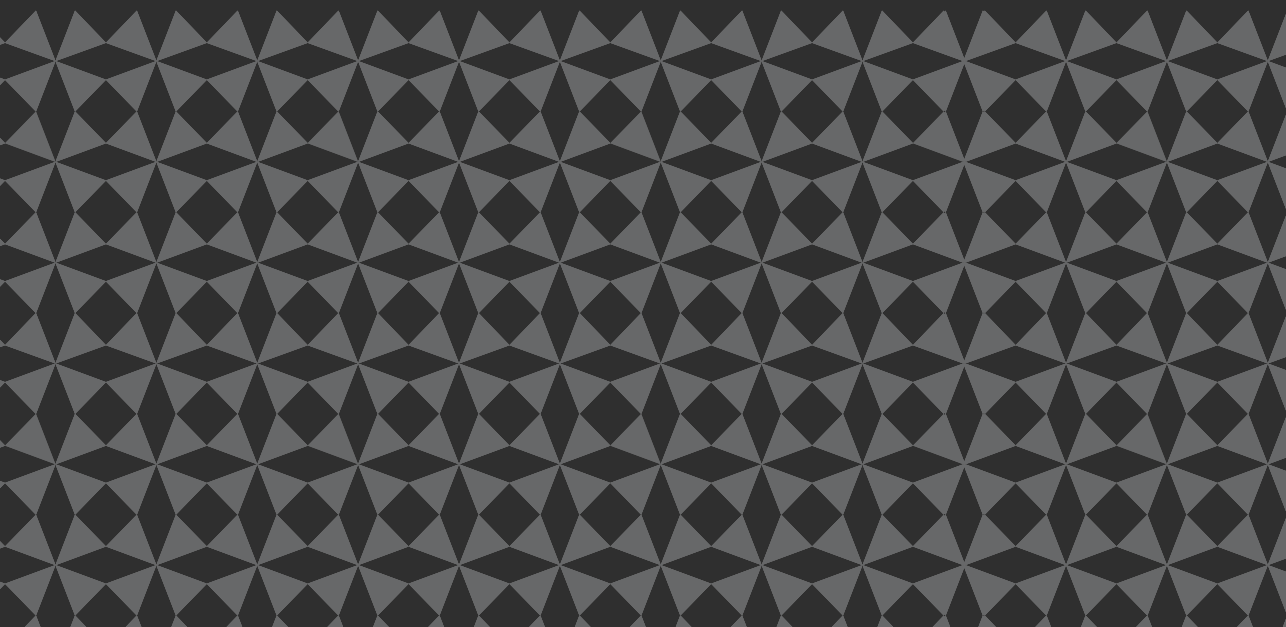
### HR 691 - Special topics in Human Resources Management

This course is designed to explore contemporary topics in human resources management. The course helps students understand and analyze the role that human resources management plays in implementing a number of contemporary concepts successfully within an organization. The course focuses on topics such as achieving competitive advantage, empowerment, and intellectual capital. Other topics such as career





**Department of  
Accounting and Finance**



## Master in Accounting and Finance

### Programme Compulsory Courses

Course Code	Course Title	Prerequisite	Credit Hour
ACF601	Financial Accounting & International Financial Reporting	-	3
ECO601	Managerial Economics	-	3
ACF611	Managerial Accounting	-	3
ACF621	Advance Audit	ACF601	3
ACF641	Financial Management	-	3
ACF642	Portfolio Investment	ACF641	3
ACF651	Financial and Money Market	-	3
ACF661	Scientific Research Methodology in Accounting and Finance	-	3
ACF669	Dissertation	-	6
<b>Total</b>			<b>30</b>

### 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 Management Accounting	-	3
ACF631	Accounting Information Systems	-	3
ACF643	International Financial Management	ACF641	3
ACF654	Islamic Banking and Finance	-	3
BA664	Strategic Management		3



## Course Descriptions

### Programme Compulsory Courses

#### ACF 601 - Financial Accounting & International Financial Reporting

This course represents an introduction to study a number of advanced topics in financial accounting and links with the international financial disclosures. It also addresses the objectives, scope and application of financial reporting standards on the consolidated preliminary financial statements for the companies that adopt the standards for the first time. The course will also explain all of the payments based on equity, integration of the business, contracts insurance, non-current assets held for sale and discontinued operations, the detection and evaluation of natural resources, financial instruments (disclosures), operating segments, the consolidated financial statements, joint arrangements, disclosure of interests in other financial institutions, fair value measurement.

(Prerequisite: None)

#### ACF 611 - Managerial Accounting

This course is an advanced introduction to study a number of topics including excelling the accounting information to internal parties (administration), in comparison with the provided information to the external parties for the purposes of decision-making as well as raising the analysis of the breakeven point and the preparation of flexible and operational budgets, and the processes of decision-making within the economic units. The course also covers some advanced topics in the accounting management field, such as capital budgeting, conversion rates, measuring the performance analysis of deviations, normative costs, and activity based-cost accounting.

(Prerequisite: None)

#### ACF 621 - Advance Audit

This course is an advanced introduction to study a number of several advanced topics in auditing practices, assurance, and other related services in the light of the international auditing standards. The course will link the theory aspects against the applied practices and the analytical critic and philosophical methods for specialized problems-solving, and professional risk assessment and professional decision-making, and adopting case studies processes. The course will address theory contest of the audit process, and the responsibilities of the auditor and the process of writing the report by him in the light of international standards governing the process, subsequent events and their impact on the reports of the auditors, examination and evaluation of the internal control system and its relation to the work of the external auditor, the audit on the financial systems and banking, methods and audit methodology based on business risks, and how to be measured and processed, as well as methods of measuring operational risk according to "Basel" system, and information technology risk assessment.

(Prerequisite: ACF601)

#### ACF 641 - Financial Management

This course covers the main introduction for financing in companies, which highlights the basic implications in defining the concepts of administration, development, and maximizing wealth. It also covers the analytical presentation of decision-making by planning and financial control, the recent trends in evaluating the performance, cash flows, earnings, risk and portfolio management, how to manage working capital, cash management, inventory, accounts receivable, financial leverage and management of funding and the cost of money.

(Prerequisite: None)

### ACF 642 - Portfolio Investments

This course covers topics that are related to the theoretical and practical background to the investment process and decision-making, in addition to the formation and management of investment portfolios and their evaluation. Also, the course focuses on the analytical skills that the students should demonstrate in analyzing the relationship between the return and the risk, and how to balance between them. The course also covers methods of analyzing the behavior of the investors, guidelines for students on how to perform practical application on the local and regional situations to select the best portfolio, by using a range of models. In addition to the above, a study of capital asset pricing model and the theory of arbitrage will also be addressed, in addition to the international portfolios and the financial derivatives, and how to use the common indicators in practice.

(Prerequisite: ACF 641)

### ACF 651 - Financial and Money 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, alternatives to cash liquidity. 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 that are implemented by the 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 analytical

methods that are used in understanding the past, present, and future developments in the financial markets. This course gives 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 persons as a result of changing interest rates and stock values and prices.

(Prerequisite: None)

### ACF 661 - Scientific Research Methodology in Accounting and Finance

Accounting and Finance 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'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.

(Pre-requisite: None)

### ACF 699 - Dissertation

A research supervised work based on approved topic accounting and finance field. 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 dissertation 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: None)

### ECO 601 - 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.

(Prerequisite: None)

### Programme Elective Courses

#### ACF 602 - Accounting Theory

This course covers topics that are related to the accounting theory in terms of its history and development, the philosophical framework to demonstrate essential need an accounting theory, the use of accounting theory, the most important introductions that are used for the formulation of the theory, deepen students' understanding of the basis of accounting intellectual structure, schools of thoughts that explained the different theories, and developing student's skills in analysis measurement and accounting disclosures.

(Prerequisite: None)

#### ACF 603 - Contemporary Issues in Accounting and Finance

This course focuses on discussing a range of contemporary financial and accounting issues in a surrounding environment that requires finding proper solutions to meet the needs of the various beneficiaries and

the continuous response the requirements of the developments in the accounting and finance fields. The course highlights social responsibility, performance measures, cost of crime and its impact on the economic development, accounting measurement of the environmental pollution costs, financial and accounting measurement of inflation, Islamic finance engineering industry, corporate governance, and the process of financial forecasting the failure of establishments, as well as any other emerging topics.

(Prerequisite: None)

#### ACF 631 - Accounting Information Systems

This course provides an advanced introduction to study a number of topics that are related to information systems, such as the technical terminologies of the modern accounting information systems, the impacts of modern information technology on the accounting information system elements, applications of the collection process systems, such as recording, storage and processing of data under manual and electronic systems, preparing charts and maps of data flows and documents for electronic manual information systems, define the role of accounting information systems in the process of achieving goals and providing different reports under electronic systems, decision-making systems and techniques to distinguish between the regulatory and audits that are applied in information manual and computerized accounting systems.

(Prerequisite: None)

#### ACF 643 - International Financial Management

This course covers the basics of the international financial management system, the international monetary system, determining currency exchange rates, the international relations, the balance of payments, currency markets and derivatives, exchange markets,

currency markets, futures, swaps and interest rate derivatives, risk management fluctuating currency exchange rates, exposure of conversion risks, operational and process risks, and financing multinational corporations. (Prerequisite: ACF 641)

### **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 the Islamic banks in terms of origination, characteristics, in addition to dealing determinants of funding sources including similarities and differences with conventional banks with a focus on traditional instruments as a vehicle that is witnessing widespread at the regional and international levels. In addition, the course directs the student to the use of the financial statements to evaluate the performance of Islamic banks. Finally, the course discusses the risks that Islamic banks face in addition to its role in avoiding financial crises and achieving economic progress. (Prerequisite: None)

### **BA 664 - Strategic Management**

This course is a capstone subject. It is designed to develop generic skills for those students who are seeking to promote their administrative career. The course focuses on the strategic thinking and strategic leadership. The course also emphasis on the strategy formulation, implementation and strategic control. Strategic management process and strategic analysis will be used to deepen student's insight toward sustainable competitive advantage. Cases, readings, journals website materials and e-learning facilities are used to strengthen the course contents and teaching and learning activities. Course contents integrate knowledge and practices to prepare students to step into strategic management and related processes in organizations. (Prerequisite: None)



## Master in Law

### Programme Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hours
LAW 501	Scientific Research Methods	-	3
LAW 511	Civil Law in depth	-	3
LAW 521	Commercial Law in depth (E)	-	3
LAW 531	Criminal Law in depth	-	3
LAW 541	Administrative Law in depth	-	3
LAW 500	Dissertation	24 Credit Hours	9
<b>Total</b>			<b>24</b>

### Programme Elective Courses

**12 Credit Hours (4 courses) to be chosen from one of the following groups**

Course Code	Course Title	Pre-requisite	Credit Hours
<b>Group 1</b>			
LAW 512	Philosophy of Law	-	3
LAW 513	Interpretation of Law	-	3
LAW 514	Law of Evidence in Civil and Commercial Matters in depth	-	3
LAW 515	The Fundamentals of Civil and Commercial Procedure in depth	-	3
LAW 516	Consumer Protection Law	-	3
LAW 517	Law of Informatics (E)	-	3
LAW 522	Commercial, Local and International Arbitration in depth	-	3
LAW 581	Jurisprudence Transactions in depth	-	3
<b>Group 2</b>			
LAW 532	Criminal Procedures Law in depth	-	3
LAW 533	Special Criminal Legislation	-	3
LAW 534	Economic Crimes	-	3
LAW 551	Constitutional Law and Political Systems in depth	-	3
LAW 552	Civil Rights and Freedoms (E)	-	3
LAW 554	Administrative Contracts	-	3
LAW 561	Public International Law in depth	-	3
LAW 562	Humanitarian International Law in depth (E)	-	3

## Course Descriptions

### Programme Compulsory Courses:

#### LAW 501 - Scientific Research Methods

This course includes an overview of the legal research, its concept and methods. It starts with the stage of preparation and selecting the research topic, then the process of gathering courses and references, then the stage of reading and contemplation, then the stage of legal writing and finally the stage of printing and discussion.

(Prerequisite: None)

#### LAW511 - Civil Law in Depth

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme deals with the study of the general theory of commitment in terms of its sources, provisions and evidence, and the study of sale and lease contracts, agencies and contractors. The specific programme deals with the detailed and analytical study in comparing one of the general programme topics such as unemployment theory, civil responsibility theory and liability for loss.

(Prerequisite: None)

#### LAW 521 - Commercial Law in depth (E)

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme deals with the study of the provisions of commercial law in general, such as the trading business, the trader; his/her obligations, commercial contracts, bankruptcy, commercial papers and bank operations. The specific programme deals with the detailed and analytical study in comparing one of the general programme topics such as bankruptcy, commercial papers

or bank operations.

(Prerequisite: None)

#### LAW 531 - Criminal Law in depth

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme deals with an in-depth study of the general theory of crime and punishment, by defining penal law, its objectives and development, then defining crime and its types, the study of its pillars, and the participation in it and the reasons for its legalization. It also includes the study of the criminal sanctions in terms of punishments, the precautionary measures and their types, and methods of its termination. The specific programme deals with the detailed and analytical study in comparing one of the general programme topics such as: criminal liability or contributing to crime.

(Prerequisite: None)

#### LAW 500 - Dissertation

The student must choose a topic in his/her field of specialization provided that the student is worthy of researching the topic to benefit either the legal library or the community.

(Prerequisite: 24 Credit Hours)

## Programme Elective Courses:

### Group I:

#### LAW 512 - Philosophy of Law

The curriculum of this course includes the study of the determination of the basis of law and the nature of positive law, its application and complications, as well as the idea of “right” as one of the components of the legal study in terms of its true nature, it also includes showing the relationship between the philosophy of law and its interpretation.

(Prerequisite: None)

#### LAW 513 - Interpretation of Law

This course is interested in showing the meaning of interpretation, the elements of the legal text, showing the significance of pronouncement and the concept of the texts, and the reasons for the interpretation of texts in terms of ambiguity, conflict and lack of texts. It also shows the methods of verbal and strategic interpretation and knowledge of the legislation.

(Prerequisite: None)

#### LAW 514 - Law of Evidence in Civil and Commercial Matters in Depth

The curriculum of this course includes the study of all the evidences whether awarded legal or exile by the opponents and the authority of the judge in considering whether or not an analytical in depth study should be done, in terms of studying the legally awarded evidences and distinguish them from other illegal evidences and other legal evidence systems. This course also deals with the implementation of the national provisions after acquiring an authentic judicial decision.

(Prerequisite: None)

#### LAW 515 - The Fundamentals of Civil and Commercial Procedures in Depth

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme includes jurisdiction and the theory of the case and its procedures, and the theory of judicial decisions, their remedies and procedures for the implementation of those judicial rulings within the states circles. The specific programme deals with the detailed and analytical study of one of the topics of the general programme such as the theory of interest in a case and the theory of the judicial ruling.

(Prerequisite: None)

#### LAW 516 - Consumer Protection Law

This course deals with the concept of consumers and their protection within the stages of a contract. The protection deals with the stages of contracting and studying the commitments before contractual agreements. It also includes the legal regulations of the contract pillars under which the protection should be available to consumers, how to balance the nodal contracts in consumer contracts, assuring concealed defects and hazardous qualities and the consumer’s right to default on a contract. And finally this course deals with the study of other kinds of protection such as administrative protection, protection in international agreements, criminal protection and finally consumer protection in Islamic law.

(Prerequisite: None)

### **LAW 517- Law of Informatics (E)**

This course includes two parts. Part one deals with the legal timework of information technology as highlighted by the modern communication methods in dealing with protections, communication and information. This part also deals with the ancestral rules which stipulate the model law and electronic trade and also the legal system for the constable information organization in the Kingdom of Bahrain. Part two deals with the aspartic topic in depth like the protection of personal data from the risks of modern technology, the liability for acts that may endanger personal interest in the field of information and the protection of intellectual property in modern communication and information.

(Prerequisite: None)

### **LAW 522 – Commercial, Local and International Arbitration in Depth (E)**

The curriculum of this course includes the study and analysis (in depth) of one of the commercial arbitration subjects, such as studying the arbitration award's issuance, the provisions applicable to its validity, specifying the law applied by the tribunal to the dispute, and the cases where the award may be considered invalid or alternatively valid and enforceable within a given mechanism.

(Prerequisite: None)

### **LAW 561 - Public International Law in depth**

The curriculum of this course includes an in-depth study of the theoretical explanation of international disputes and ways to resolve them in a peaceful manner and in accordance with the rules of international law, the UN Charter and international agreements. It also involves the study of sample international cases and ways to resolve the dispute on them by peaceful means as a court of Justice (ICJ) or through arbitration.

(Prerequisite: None)

### **LAW 562 - Humanitarian International Law in depth (E)**

Provide students with a legal and important knowledge with respect to international humanitarian law, its emergence and development.

Develop students' mental and practical skills with respect to availing international protection to victims in armed disputes and to prisoners and wounded persons. In doing so, students will be enabled to facilitate the sources of knowledge and learning, and apply the same in practice.

Develop students' skills in writing legal reports, utilizing data, information and technology.

Prepare qualified graduates who are capable to participate in legal services and academic activities within humanitarian institutions and organizations.

(Prerequisite: None)



## Master in Commercial Law

### Programme Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hours
LAW 501	Scientific Research Methods	-	3
LAW 522	Commercial, Local and International Arbitration in depth (E)	-	3
LAW 621	Commercial Companies in depth	-	3
LAW 622	Laws of Stock Exchange, Securities and Investment	-	3
LAW 623	Law of Finance and Financial Transactions Contracts	-	3
LAW 624	International Trade Contracts in depth (E)	-	3
LAW 600	Dissertation	24 Credit Hours	9
<b>Total</b>			<b>27</b>

### Programme Elective Courses

#### 9 Credit Hours (3 courses) to be chosen from this group

Course Code	Course Title	Pre-requisite	Credit Hours
LAW 511	Civil Law in depth	-	3
LAW 512	Philosophy of Law	-	3
LAW 513	Interpretation of Law	-	3
LAW 514	Law of Evidence in Civil and Commercial Matters in depth	-	3
LAW 517	Law of Informatics (E)	-	3
LAW 533	Special Criminal Legislation	-	3
LAW 534	Economic Crimes	-	3
LAW 581	Jurisprudence Transactions in depth	-	3
LAW 611	Alternative Means of Resolving Disputes (E)	-	3
LAW 612	Intellectual Ownership Laws in Depth	-	3
LAW 620	Special Topics in Commercial Law	-	3
LAW 625	Commercial Papers in depth	-	3
LAW 626	Illegitimate Trade Competition Law in depth (E)	-	3
LAW 627	Maritime Law in depth	-	3
LAW 628	Space and Aviation Law	-	3
LAW 629	Law of E-commerce in depth	-	3

## Course Descriptions

### Programme Compulsory Courses:

#### LAW 501 - Scientific Research Methods

This course includes an overview of the legal research, its concept and methods. It starts with the stage of preparation and selecting the research topic, then the process of gathering courses and references, then the stage of reading and contemplation, then the stage of legal writing and finally the stage of printing and discussion.

(Prerequisite: None)

#### LAW 522 – Commercial, Local and International Arbitration in Depth (E)

The curriculum of this course includes the study and analysis (in depth) of one of the commercial arbitration subjects, such as studying the arbitration award's issuance, the provisions applicable to its validity, specifying the law applied by the tribunal to the dispute, and the cases where the award may be considered invalid or alternatively valid and enforceable within a given mechanism.

(Prerequisite: None)

#### LAW 621 - Commercial Companies in depth

The curriculum of this course includes a "general" programme and a "specific" programme. The general programme deals with the study of the commercial businesses according to the Bahraini law of firms and their types, including foreign companies, holding companies and partnership investment firms in terms of their composition, management and integration, bankruptcy and its provisions and conditions of governance and how to manage the funds of the bankruptcy, and finally the magistrate from bankruptcy. The specific programme deals with the detailed and analytical study in comparing one of the topics of the general programme such as company

contracts, solidarity, sole-proprietorship or a joint stock company or holding companies or any other company.

(Prerequisite: None)

#### LAW 622 - Laws of Stock Exchange, Securities and Investment

This course covers the accommodation of provisions relating to the concept of the stock market and the aims of the market and its origins, and what the market includes of personal significance. It also addresses the market's management and board of directors, their specialization and the market manager and his staff, the specialized equipments in it, the Disciplinary Committee and its arbitration, members in the market, conditions for membership, and their supervision, and the listing and trading of securities in the market. It also addresses the financial market and the mechanisms used which were adopted by the Bahraini legislation - Decree Law No. 4 of 1987, the establishment and organization of the Bahrain Stock Exchange and the internal rules of procedure.

(Prerequisite: None)

#### LAW 623 - Law of Finance and Financial Transactions Contracts

The curriculum of this course includes a "general" programme and a "specific" programme. The general programme includes: First: a study of foreign investments, the host country for the investment, the characteristics of multinational companies, sample contracts of investment companies, types of foreign investments whether direct (shared with a national company - wholly owned by the foreign investor) or indirect (in the field of manufacturing and production - in licensing contracts and international franchise). It also includes a study of agencies that offer

investment opportunities, conditions and procedures of investment projects, the exemptions of investment projects, especially in the light of free trade agreement (international trade liberalization of tariffs, taxes and fees), and means of resolving disputes arising from foreign investments. Second: a study of the stock market (stock exchange) and the trading of securities (stocks and bonds) and how to protect the rights of stockholders and bondholders. While the specific programme deals with the detailed and analytical study in any one of the topics of the general programme such as direct and indirect foreign investments, ways of settling investment disputes, with a review of the agreement with the International Bank for Establishment and Development on the settlement of investment disputes between countries, and citizens of those countries for the year 1965, or the stock exchange in Bahrain; and a study on how to trade stocks and bonds in the stock exchange.  
(Prerequisite: None)

### **LAW 624 - International Trade Contracts in depth (E)**

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme includes a study of international trade organizations and their objectives, the challenges facing the WTO, free trade in goods and services, how to cope with the policies of dumping, and settlement of international trade disputes. It also includes the definition of the law of international trade and its characteristics, multinational companies, ways to enter into international trade contracts, with clarifying what is meant by international trade contracts, standards to identify an international contract, and the application of some international trade contracts such as technology transfer contracts, industrial licensing contracts and contracts

for the processing of development projects, with the study of international conventions on international trade, such as the United Nations Convention on International Carriage of Goods, and UNCITRAL Act, and international trade arbitration. The specific programme deals with the detailed study of any one of the topics of the general programme such as technology transfer contracts, trade licensing contracts, and contracts on international transport of goods.  
(Prerequisite: None)

### **LAW 600 - Dissertation**

The student must choose a topic in his/her field of specialization provided that the student is worthy of researching the topic to benefit either the legal library or the community.  
(Prerequisite: 24 Credit Hours)

### **Programme Elective Courses:**

#### **LAW 511 - Civil Law in depth**

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme deals with the study of the general theory of commitment in terms of its sources, provisions and proof, and the study of sale and lease contracts, agency and contractor. While the specific programme deals with the detailed and analytical study in comparison to one of the topics of the general programme such as unemployment theory, civil responsibility theory and liability for the loss.  
(Prerequisite: None)

#### **LAW 512 - Philosophy of Law**

The curriculum of this course includes the study of the determination of the basis of law and the nature of positive law, its application

legal study in terms of its true nature. It also includes showing the relationship between the philosophy of law and its interpretation.  
(Prerequisite: None)

### **LAW 513 - Interpretation of Law**

This course is interested in showing the meaning of interpretation, the elements of the legal text, showing the significance of pronouncement and the concept of the texts, and the reasons for the interpretation of texts in terms of ambiguity, conflict and lack of texts. It also shows the methods of verbal and strategic interpretation and wisdom of the legislation.  
(Prerequisite: None)

### **LAW 514 - Law of Evidence in Civil and Commercial Matters in depth**

The curriculum of this course includes the study of all the evidences whether awarded legal or exile by the opponents and the authority of the judge in taking out whether or not an analytical in depth study should be done, in terms of studying the legally awarded evidences and distinguish them from other illegal evidences and other legal evidence systems. This course also deals with the implementation of the national provisions after acquiring an authentic judicial decision.  
(Prerequisite: None)

### **LAW 533 - Special Criminal Legislation**

This course contains a study of the most important special criminal legislation in the Kingdom of Bahrain, the philosophy and rationale to their release, then the analysis and in-depth study of the developed procedural phenomenon that is addressed by some of the special criminal legislation such as transplantation of human organs crimes, human trafficking crimes in terms of size,

type, establishment, and different pillars, their penalty and their relations with the organized crime.  
(Prerequisite: None)

### **LAW 534 - Economic Crimes**

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme includes an in-depth analytical study of the general economic crimes highlighting their concept and various legislative curriculum, their general provisions and pillars and individualizing their punishment. The specific programme on the other hand deals with one of the economic crimes contained in the Bahraini law, and an in-depth comparative study.  
(Prerequisite: None)

### **LAW 581 - Jurisprudence Transactions in depth**

This course accommodates the provisions relating to Islamic banks and their legal establishment, organization and activity, the characteristics of these banks that distinguish them from conventional banks, their management and how they exercise their activities and also the control over them by the sharia complaint authority, with presenting the legal rules contained in the Decree Law to establish Bahrain Islamic Bank, which was issued by the Bahraini legislator in Decree -Law No. 2 of 1979 to establish a shareholding company holding the name (Bahrain Islamic Bank S.H.C) in the Official Paper No. 1322 issued on 15/3/1979.  
(Prerequisite: None)

### **LAW 611 - Alternative Means of Resolving Disputes (E)**

This course deals with the various alternatives which the disputants may resort to in order to and its complications, as well as the idea of “right” as one of the components of the

resolve their differences other than litigation. The course shows the way for students to closely identify the methods that they may utilize to tackle the dispute whether by reconciliation, mediation or alternatively arbitration as a last resort. In doing so, the students will come across the rules applicable to such dispute settlements stated in the model laws availed by UNCITRAL, ICC and international institutions.

(Prerequisite: None)

### **LAW 612 - Intellectual Ownership Laws in depth**

This course revolves around intellectual property, in terms of addressing it and dealing with its most important applications by explanation and analysis, such as brands, including the system of brand ownership and protection, as well as patents and the system of their ownership and legal protection, trade and electronic names, and industrial logos and designs.

(Prerequisite: None)

### **LAW 620 - Special Topics in Commercial Law**

The curriculum of this course includes the study of the latest materials in one of the commercial law topics.

(Prerequisite: None)

### **LAW 625 -Commercial Papers in depth**

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme includes the study of commercial papers in terms of their definition, characteristics and types such as bills of exchange, checks, bill of lading and also the study of electronic bills of exchange, electronic checks, documentary bills and magnetic cards. The specific programme includes the detailed study and analysis on one of the general programme topics such as: operations of commercial banks given

their extensive importance in the economy, operations such as deposits, bank accounts, current accounts, letter of guarantee and letter of credit, according to the decision of the International Chamber of Commerce in Paris in their releases (500 of year 1993 and 600 of year 2006).

(Prerequisite: None)

### **LAW 626 - Illegitimate Trade Competition Law in depth**

This course is designed to take up the provisions related to lawful competition, monopoly of fortunes of nations and risks attached to such monopoly. The course also deals with the ways and means to liberate the 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 dum-ring and their effects, identifying the tools utilized to protect law full competition against monopoly and dum-ring in national and international levels.

(Prerequisite: None)

### **LAW 627 - Maritime Law in depth**

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme includes the legal system for ships and its privileges, mortgages and maritime reservations and a study of the maritime crew, marine accidents and insurance and the settlement of maritime trade disputes through arbitration. The specific programme deals with the detailed study and analysis on one of the general programme topics such as maritime sales contracts, and FOB sales contracts and contracts on maritime mortgage and multimodal transport.

(Prerequisite: None)

### **LAW 628 - Space and Aviation Law**

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme includes the legal system of aircrafts in terms of their definition and crew (air and land crew), air transport of people and goods according to the Chicago Agreement, and the responsibility of the carrier for damages of death and injuries, and delays in the transport of people and goods according to the Warsaw Agreement and Montreal Agreement. The specific programme deals with the detailed study and analysis on one of the general programme topics such as: the air carrier’s liability according to the Civil Aviation Law in Bahrain and the Montreal Agreement of 1999. (Prerequisite: None)

### **LAW 629 - Law of E-Commerce in depth**

The curriculum of this course includes a “general” programme and a “specific” programme. The general programme includes an introductory study to e-commerce, the essence of electronic contracts, procedures to how to conclude and safeguard electronic contracts. It also includes procedures in terms of authenticity of electronic transactions. It also includes a detailed and analytical study of the rules of the Bahraini law on electronic transactions of 2002’ this law taking into account the linking document with e-commerce, such as the exemplary UNCITRAL law on e-commerce, and the united UNCITRAL regulations on electronic signatures. (Prerequisite: None)

# Regulations for Master Degrees



### Introduction:

Applied Science University in the Kingdom of Bahrain aims at deepening the applied studies that serve the local community and the countries of the GCC, to connect theory to practice. To achieve this goal, the Deanship of Research and Graduate Studies has been established to be responsible for the affairs of Graduate Studies in coordination with the various university colleges, as well as the establishment of Graduate Studies committees within the colleges of the university that hold the coordination and cooperation with other parties over matters relating to graduate studies.

### Article (1): Terms

These regulations are called the Regulation system of Graduate Studies at Applied Science University and apply to the three colleges of the University: College of Law, College of Administrative Sciences and College of Arts & Science, and all colleges that may be formed in the University in the future.

### Article (2): The following words will have the corresponding meanings throughout these regulations:

1. University : Applied Science University
2. President : President of the University
3. University Council : Applied Science University Council
4. Council : The College Council
5. Dean : Dean of Research and Graduate Studies
6. College : The concerned College
7. The College Dean : The Dean of the concerned College
8. Department : The concerned Department of the College
9. College Committee : The Graduate Studies Committee within the College
10. Discussion Committee : The Master's Dissertation Discussion Committee
11. Study System : Credit Hour System

### 2/1 Credit Hour System:

The system determines the credit hours required to be completed by the student and the success level that is determined by the University as a condition for graduation in any of its academic departments. It also identifies the areas of study that are distributed by those hours as stated by the provisions of these regulations, giving the students the freedom to choose the study courses that are required of them. Students choose the courses depending on their need and readiness and the advice of their academic advisor that would be within the lower and upper limits of study hours that are allowed for them to take in each semester.

### 2/2 Credit Hour:

It is the weekly study hours (theoretical or its equivalent) during the entire study semester.

### 2/3 Academic Year:

The academic year consists of two compulsory semesters and an optional summer semester.

### 2/4 Study Semester:

The duration of the semester is no less than fourteen (14) weeks, including the examination period, and the summer semester is no less than seven (7) weeks, including the examination period.

### 2/5 Elective Courses:

They are courses that a student may choose from among a list of courses determined by the College Council.

### 2/6 Compulsory Courses (The Study Course):

They are courses studied by the student during the entire semester, and they cover a number of credit hours determined by the concerned department and they may have pre-requisites.



**2/7 Pre-requisites:**

They are the study courses that the student must study and successfully complete before studying the original course.

**2/8 Study Load:**

It is a group of credit hours registered by the student during the semester.

**2/9 Study Plan:**

This plan determines the number of credit hours for attaining a Master degree.

**2/10 Attendance:**

It is attending lectures, discussions and practical classes set for each academic course in the study plan.

**2/11 Academic Advisor:**

The faculty member who assists the student in registering courses after reviewing the student's record for applying the provisions of the study plan, so that it fits the capabilities of the student and his/her academic success at the University.

**2/12 Course Final Grades:**

It is the sum of the grades of the final exam and the semester work, with the exception of the courses that have a result "Pass" or "Fail".

**2/13 Semester GPA:**

It is the average of the grades of the courses studied by the student per semester within the study plan. It does not include the average of the grades of the courses studied by the student that are not within the study plan.

**2/14 Cumulative GPA:**

It is the average of the grades of all courses studied by the student; passed or failed, that are within the study plan of the student until that date of that GPA. It does not include the

average of the grades of the courses studied by the student that are not within the study plan.

**2/15 Minimum Grade:**

It is the minimum passing grade in the course which is 60 %, while the minimum final grade is 35%.

**2/16 Transcript:**

It is the student's academic record that states the courses studied and passed by the student and the student's cumulative GPA.

**2/17 Withdrawal:**

- Withdrawal from a course (W): The student's withdrawal from a course within the withdrawal period.
- Official Withdrawal (Postponement of Study): The student's withdrawal from all courses registered according to conditions determined by the University.
- Informal Withdrawal: The student's withdrawal from all courses registered without an official excuse from the University.

**2/18 Academic Warning:**

It is the warning of students that have low GPA.

**2/19 Study Duration:**

It is the duration that the student spends in the University studying, according to the provisions of these regulations.

**2/20 Add/Drop and the Study Schedule:**

Drop : Dropping a course(s) in an academic semester.

Add : Adding or registering a course(s).

Study Schedule: The courses offered by the departments and the colleges that the student chooses from.

**Article (3):Applying the Instructions of these Regulations.**

These regulations apply to all colleges of the University, and its provisions apply to all regular students that are enrolled to attain the Master degree.

**Article (4):The Colleges’ Disciplines**

The University Council recognizes the study plans that lead students to attain the Master degree in the disciplines offered by the university departments, upon the recommendation of the councils of the colleges and the academic departments and the proposals of the Study Plan Committee, so that the credit hours for each degree are as follows:

- 4/1 College of Administrative Sciences
  - 4/1/1 Master in Business Management (36 Credit Hours)
  - 4/1/2 Master in Accounting and Finance (36 Credit Hours)
  - 4/1/3 Master in Human Resources Management (36 Credit Hours)
- 4/2 College of Law
  - 4/2/1 Master in Law (36 Credit Hours)
  - 4/2/2 Master in Commercial Law (36 Credit Hours)

**Article (5):**

The study plan of each discipline includes courses that offer a Master degree.

**Article (6):Admission Requirements:**

In order to admit a student into a master programme:

1. The student must have a Bachelor degree or its equivalent from a university or college recognized by the Ministry of Education in the Kingdom of Bahrain.
2. The student must have studied his/her undergraduate degree in the same discipline of the Master degree or in a

specialization that qualifies the student to the study the master degree according to the study plan for this specialization. Otherwise, the student must pass a number of remedial courses determined by the concerned department and approved by the concerned department council and the college council.

3. The minimum GPA for a student in order to be accepted into a Master degree is at least “Good”.
4. In case the student graduated from a specialty other than that of the Master degree, he/she must pass a number of remedial courses determined by the concerned department and approved by the department council and the college council.
5. The student is subject to an English Placement Test. In case the student did not pass the test, he/she has the right to retake the test during the study period, with the condition that the student is not allowed to take courses that are taught in English until he/she passes the placement test.
6. The student should pass an oral interview conducted by a committee within the scientific department.
7. The student should pass any tests conducted by the scientific department when needed.
8. The student must submit two (2) recommendation letters, one being from a faculty member from the University the student previously graduated from.
9. The student must have advanced experience of not less than one (1) year in the associated professional field.
10. The student may be excluded from the requirement of obtaining experience, if the student attained a GPA of at least “Very Good” or its equivalent, with the condition that the number of those students does not exceed 20% of the total students admitted.

11. The student who attained a score of (450) in (TOEFEL) or (4.5) in (IELTS) is exempted.
12. The scientific department may add additional conditions of admission by an approval from the college council and the University Council.

### Article (7): Admission Procedures:

1. The student must submit a completed application form with the required documents mentioned in the form. The documents required are as follows:
  - Four recent personal photographs
  - Certified copies of the educational certificates along with the grades, which includes:
    1. High School Certificate or its equivalent.
    2. Bachelor Degree
      - Passport copy
      - CPR copy
      - Payment of application fee approved by the University
      - Attaining accreditation from the competent authorities in the Kingdom of Bahrain for certificates issued from outside the Kingdom of Bahrain
2. The student may be required to take an exam and a personal interview to determine the student's academic level that may require the student to take remedial courses depending on the student's performance in the exam and the personal interview.

### Article (8): Degree Requirements:

The requirement of a Master degree is (36) credit hours, according to the plan developed by the concerned department and approved by the College Council and distributed as follows:

### First: Dissertation Path: The Credit Hours are distributed as follows:

1. (24) Compulsory credit hours
2. (6) Elective credit hours
3. Dissertation that has (6) credit hours for all disciplines

### Second: Academic Year:

1. The academic year consists of (2) semesters:
  - First Semester
  - Second Semester

The duration of each is at least (14) weeks, while the duration of the summer semester is at least (7) weeks, and is not considered a study semester until a warning and a duration of stay.

2. A credit hour is equivalent to at least (14) classroom hours in a semester.
3. A credit hour is equivalent to (2) weekly practical hours in a semester.

### Article (9): Study Load:

1. The study load for a Master student is (3-12) credit hours, where the student may add (3) credit hours for graduation purposes.
2. The study duration for a Master student is a minimum of (1) year and a maximum of (8) academic semesters excluding summer semesters.
3. The course that is for remedial courses is not included in the study duration.
4. Postponement or withdrawal is not included in the study duration, given that it should not exceed (2) semesters.
5. The University Council may consider extending the study duration in exceptional circumstances.

### Article (10): Passing Marks and Cumulative GPA:

#### First:

1. The passing mark for courses is 60% and 70% for cumulative GPA.
2. The student whose cumulative GPA is less than 70% is put under probation.

3. The student who is put under probation should remove this effect by raising his/her GPA during a maximum of (2) semesters from the semester that he/she was put under probation.
4. The final mark of a student in a course may be reviewed based on a written request from him/her or a written initiative from by the course instructor to the Dean in a maximum period of one week after the announcement of the results. The subject is then presented to the College Council and the Dean then informs the Director of Admissions and Registration of the Council's resolution within two weeks of its release.
5. The student may re-take a course that he/she attained less than 70% in, given the condition that it doesn't exceed (2) compulsory courses and (1) elective course.
6. The student is not allowed to take a course twice. The higher mark will be used to calculate the cumulative GPA.

**Second:** The distribution of the passing grades for graduate studies is as follows:

1. (30) marks for mid-term exam
2. (30) marks for semester work (participation, presentations, group discussions, case studies ...)
3. (40) marks for final exam
4. some scientific departments which have a special nature and a practical side may re-distribute the marks such as the final exam is not less than 30%, with the approval of the College and the Deanship of Research and Graduate Studies.

**Third:** The marks obtained by a student are classified as per to the following table:

Marks	Estimate	Average
90-100%	Excellent	A
80-89%	Very Good	B
70-79%	Good	C
60-69%	Fair	D
Less than 60%	Fail	F

**Fourth:** The semester and cumulative GPAs obtained by a student are classified as per the following table:

Marks	Overall Average
92-100%	Excellent with 1 <sup>st</sup> place on Honor List
90-92%	Excellent with 2 <sup>nd</sup> place on Honor List
84-90%	Very Good with on Honor List
80-84%	Very Good
70-79%	Good

### **Article (11):**

**First:** A course studied by the student that is outside the student's study plan, may not be used in any calculation, unless the course is equivalent to a programme course and by a decision of the Equivalence Committee and with exceptional circumstances, taking into account the provisions of the equivalence and conversion contained in Articles (16) and (18) of these regulations.

**Second:** The student is allowed to register more than one additional course from his/her study plan with the approval of the College Council and may then be included in his/her cumulative average.

**Article (12): Remedial Courses:**

**First:** Based on a recommendation from the College Committee, the Dean must give the MBA candidates with a background of other relevant disciplines remedial courses that do not exceed (12) credit hours.

**Second:** The passing mark in all remedial courses is 60%.

**Third:** The marks of remedial courses appear as “Pass” or “Fail” in the student's academic transcript.

**Fourth:** The student must complete the remedial courses during the first year of his enrollment to the master's programme.

**Fifth:** The student may register more than one course in his/her programme, given the condition that the student must pass the prerequisite (as a remedial course).

**Article (13): Dissertation Registration:**

A student may register the dissertation according to the procedures prescribed in these regulations when passing at least 50% of the courses (70% of them being compulsory courses) and having a minimum cumulative GPA of 70%.

**Article (14): Attendance:**

1. If a student exceeds the absenteeism by more than 25% and without a valid excuse presented to the Dean of the College, the student is deprived of writing the final exam, and his/her mark in that course will be (F), where the student must retake the course if it was a compulsory one.
2. If a student exceeds the absenteeism by more than 25% and with a valid excuse accepted by the Dean of the College, the student may be considered withdrawn from the course. As for those students who represent the Kingdom or the University

in official events, they are allowed an absenteeism of not more than 30%.

3. For all those who have an absenteeism of more than 25% and with valid excuse accepted by the Dean of the College, the note of “Incomplete” will appear next to the particular course. The course instructor is informed of this in order for him/her to reschedule a final exam for the student in a maximum period of the end of the following semester. However, in case the student has postponed the following semester, the final exam should be rescheduled to be before the end of the semester following the postponed semester.
4. Sick Leaves are required to be issued by an approved governmental hospital in the Kingdom. This certificate should be presented to the Dean of the College for a period that does not exceed (2) weeks from the date of the student's absence.

**Article (15): Postponement, Withdrawal and Drop-out****I. Postponement:**

- a. In order to accept the postponement request, the student must have completed at least one academic semester in his/her programme.
- b. The student submits the postponement request by filling a form prepared for that purpose to the Deanship of Admissions and Registration. The approval is issued from the Dean of the concerned college. If the student applies for the postponement in a period after the “add/drop” period, the fees of the course that is withdrawn or postponed is not returned to the student. The student's study is considered to be postponed from the date of the approval and not that date of submitting the request.

## 2. Withdrawal:

- a. The student is allowed to withdraw from courses he/she registered or add new courses during the first week of both first and second semesters, and during the first three days of the summer semester; that is according to the University calendar. In this case, the withdrawn courses will not appear in the student's academic transcript.
- b. The student is allowed to withdraw from a course(s) during the first eight weeks of both first and second semesters and during the first four weeks of the summer semester; where the withdrawn course appears in the student's academic courses with a grade of "W-Withdrawn". This course is not included in the total number of credit hours the student completed, in terms of pass or fail and graduation requirements. If a student does not withdraw the course(s) during the mentioned period, the course instructor shall prove the results of the student in his/her academic transcript, the result of this withdrawal shall not reduce the number of credit hours registered by the student as of the minimum study load allowed, according to these instructions, except for special cases set forth in these instructions.
- c. The withdrawal process is done by filling a form prepared for that purpose, where the student sends it to the Dean of the concerned college.
- d. A note of "Incomplete" is set for a course if the student did not complete its requirements or did not attend the final exam with a valid and acceptable excuse.
- e. The student must work on eliminating the note of "Incomplete" by the end of the semester following the semester that the student attained that note without counting the summer semester.
- f. If a student attained a result of "Incomplete" in any of his/her courses, the GPA is not

calculated until the "Incomplete" note is removed from his/her academic transcript. The GPA is retroactive from the date the student attained the result of "Incomplete", where the situation is under warning or dismissal.

## 3. Drop-outs:

The student is considered to be dropped out in the following cases:

- a. If the academic year began and the add/drop period ended, while the student did not register even though he/she is still enrolled in the University.
- b. If the student's registration was cancelled due to unpaid fees even though the attendance sheets of the courses state that the student attended.
- c. If the student stopped studying in the University for two consecutive semesters.

### Article (16): Transfer from one programme to another within the University:

A student may transfer from one master programme to another (if available) with a decision from the Dean(s) of the College(s) if he/she meets the requirements for admission into the programme the student wishes to transfer to in terms of the GPA, the specialization and availability of seats. The common courses within the two study plans of the two programmes that the student studied are transferred to calculate the new GPA of the student after the student is admitted to the new programme, where the Head(s) of the concerned Department(s) are informed of the same.

### Article (17): Warning and Dismissal:

1. The student is given a warning in the following cases:
  - a. If by the end of any semester; the student did not attain at least the minimum GPA stated in these regulations.

- b. If the University Council, according to the report from the student's supervisor and the College Committee, decide that the student was negligent in preparing his/her dissertation.
2. The student is dismissed from the master programme in the following cases:
  - a. If the student did not attain the minimum GPA by the end of the two semesters following the warning semester.
  - b. If the student committed an offense that requires dismissal according to the rules and regulations enforced in the University.
  - c. If the student failed in his/her dissertation discussion twice.
3. If the student withdrew from all the registered courses in his/her first semester in the University.
4. If the student exceeded the duration of postponement or dismissal by two academic semesters.
5. If the student exceeded the maximum study duration.

### Article (18): Transfers:

1. Students from other universities are accepted to be admitted to Applied Science University, provided that the number of courses that are transferred do not exceed 12 credit hours, as long as those courses are similar to the courses contained in the programme. The students' grade in those courses should at least be "C" and the student should study in the University for at least two semesters.
2. The equivalent courses are transferred if the student transferred between programmes within the University. However, they are not transferred if the student has transferred from another university.
3. One academic semester is reduced from the maximum study duration for every 9 credit hours transferred.
4. Any course studied that is from a lower level programme is not transferred to a higher level programme.

### Article (19): Equivalence:

Upon the transfer from one higher education institution to another, the number of credit hours transferred should not exceed about 50% of the degree requirements of the second university with a maximum of 12 credit hours. Those courses with a grade less than "C" are not transferred. The College Committee within the college reviews the courses that are required to be transferred within the limits stated in the previous article, and according to the names of every course, their descriptions, their levels and contents prescribed in the study plan, and then they are approved by the Dean of the College and sent to the Deanship of Admissions and Registration to implement them.

### Article (20): Retaking a course:

1. If a student registered for an elective course and didn't get an acceptable grade, he/she can register for another compensatory elective course to complete the requirements of his/her study plan. The compensatory course is discretionary and the highest mark of both is selected to calculate the GPAs (quarterly and cumulative).
2. A student is allowed to retake a course once only for the purpose of improving his/her cumulative GPA.

### Article (21): Teaching and Supervision:

The faculty members in the scientific department must participate in the graduate programme according to the following criteria:

#### First: Teaching:

1. Professors and the associate professors of the scientific department teach graduate studies.
2. The dean of the college with a nomination from the college committee, shall agree that lecturers within the scientific department teach graduate courses, provided that those lecturers already have teaching

experience of not less than two years on the undergraduate level.

3. The college committee has the right to take help from those with expertise and competence to teach graduate studies.

### **Second: Supervision:**

1. The concerned department shall propose a faculty member to supervise a student's Master's dissertation and the research of graduate students. The Dean, upon a recommendation of the college committee and in coordination with the Dean of the college, shall approve the adoption of a faculty member to be an assistant professor as per the terms mentioned in Articles 2 & 3.
2. The supervisor on a Master's dissertation can be more than one, even if the second supervisor is from inside or outside the University, as long as he/she qualifies for it and shall obtain a doctoral degree in the specialty.
3. The supervisor of the dissertation must submit a report each semester to the department regarding the progress of the student in his/her studies to take the necessary actions in this regard.

### **Article (22): Continuation of Supervision:**

With a decision from the College Council, based upon the recommendation from the department council, the faculty member may continue supervising the student's dissertation or participate in its supervision, if his/her residence is within or outside the Kingdom, as long as it doesn't contradict with the student's interest.

### **Article (23): Unavoidable Cases and Supervision:**

When unavoidable circumstances prevent the supervisor from supervising the student's dissertation, the department council nominates

one supervisor or more. The nomination is then raised to the College Council for approval, taking into account the conditions required to appoint supervisors that are contained in Article 18 of this regulation.

### **Article (24): Modifying the dissertation plan or its title:**

A student, in coordination with his/her supervisor, may modify the dissertation plan if the research required so. As for the title of the dissertation, it must be approved by the dean upon a recommendation from the supervisor and a decision from the College Council on a date prior to the dissertation discussion.

### **Article (25): Choosing the discussants of the dissertation:**

1. The College Committee prepares a list of all those specialized professors in some of the universities within or outside the Kingdom of Bahrain to choose discussants. This list is subject to change or update on an annual basis.
2. The Dean decides, at the suggestion of the concerned department and an approval from the Dean of the college, to choose discussants. Copies of the dissertation are sent to them and a response is expected during two weeks from the date of receiving the dissertation if they were from within the Kingdom and three weeks if they were from outside the Kingdom.
3. A discussion committee is formed and a discussion seminar is scheduled with a decision from the Council based upon the recommendation of the College Committee after consulting the supervisor that he/she should not be the Chairman of the committee and that the head of the committee should not be lower in term of degree from the supervisor.
4. The student shall distribute final copies of his/her dissertation to the discussion committee members at least two



weeks from the date of the dissertation discussion.

5. The Head of the Department is responsible for making certain of the discussion measures and must submit a report to the College Council according to a special form approved by the Council.

**Article (26): Discussion:**

The dissertation is discussed as per the following:

1. The student displays a summary of his findings and recommendations in an appropriate manner.
2. The Chairman of the Discussion Committee manages the discussion seminar. After the end of the discussion, the Committee starts to deliberate and then decides, unanimously or by majority, the student's success according to the following estimates:

Assessment	Percentage
Excellent	100% - 90%
Very Good	89% - 80%
Good	79% - 70%
Fail	69% or less

3. The student is granted to be on the honor list if his/her GPA is 92% or higher.
4. The Chairman of the Committee announces the decision in the debate hall and in the presence of all the members.
5. The decision of accepting the student's dissertation is said in one of the following phrases:
  - Without modifications.
  - Minor modifications within a period of two weeks.
  - Substantial modifications without re- discuss within two months.
  - Substantial modifications and re- discuss within three months.
  - Reject the dissertation.

6. The Chairman of the Committee raises the Committee's decision signed by its members to the Head of the concerned department who then raises it to the College Council to take the necessary actions. The Ccollege Council then raises it to the University Council to issue the student's graduation.

7. The student is considered to have failed if he/she did not complete the modification of the dissertation in the allotted time period, as mentioned previously. The University Council may reconsider the mentioned time period.

**Article (27):**

1. The master's dissertation may be written in Arabic, accompanying it are two summaries. One in Arabic (not to exceed 600 words – 3 pages) and the other in English (not to exceed 300 words – 1.5 pages). The dissertation may be written in English but with the approval from the Council.
2. In case the college uses a language other than Arabic, the dissertation may be written in that language or in Arabic. If the dissertation is written in a language other than Arabic, then accompanying it is a summary written in Arabic (not to exceed 600 words – 3 pages).

**Article (28):**

The student shall write the dissertation according to the instructions contained in the Outgoing Dissertation Guide prepared by the Deanship of Scientific Research and Graduate Studies.

**Article (29): Offering the Degree:**

The Master Degree is offered by a decision from the University College based on a recommendation from the College Council.

**Article (30):**

The Council decides on issues that did not appear in the texts of this regulation and on what the future brings.

**Article (31):**

The President, the Deans, and the Director of Admissions and Registration are responsible for implementing the provisions of these regulations.

**Article (32):**

This regulation shall be implemented from the date of approval from the University Council and the Higher Education Council (HEC) in the Kingdom of Bahrain. The concerned parties shall implement what is related to them.

**Article (33):**

The Deanship of Research and Graduate Studies is responsible for making certain that the procedures set forth in this regulation are implemented by the deans of the colleges.

**Article (34):**

The University Council has the right to deal with cases of withdrawal, drop-outs and dismissal without taking the mechanisms of action of these rules into consideration, and according to the developments in matters and what the University Council sees fit in terms of public interest in this regard.

**University fees**

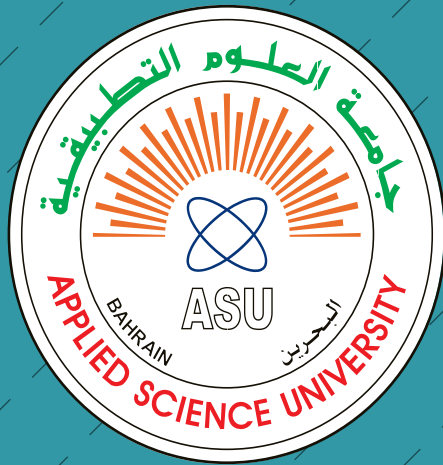
The student pays all fees and insurance owed by him immediately after registering courses for any semester. A student is not considered fixed until he/she pays all those fees, which are as follows:

University fees for Master Programmes	
BD10	Application Form Fee (one-time and non-refundable for Master students)
BD144.2	Tuition Fee per Credit Hour (Master Programme Students)
BD250	Registration Fee for every semester, first and second semester for Master Programme Students
BD125	Registration Fee for the summer semester
BD5	Student Acknowledgment Letter in Arabic or English
BD5	University Card Replacement Fee
BD10	Academic Transcript & Graduation Certificate (for each additional copy)
BD10	Review of Final Exam for each course and is refundable
BD5	Issuance of Duplicate Documents
Twice the Book's Price	Damage or loss of books borrowed by students
BD10	Application Fee for an appeal on the final exam results (one course, non-refundable)

## Financial Instructions related to Students:

- If a student was allowed to register courses after the “add/drop” period, then he/she doesn’t have the right to partially or totally withdraw with financial compensation.
- The student is allowed to add or drop courses with financial compensation if he/she added or dropped courses during the add/drop period announced by the Deanship of Admissions and Registration.
- With regard to all the articles mentioned in the instructions to grant a bachelor degree, and after the end of the add/drop period, which is the first week of each semester and the first three days of the summer semester, with the approval of the Deanship of Admissions and Registration and the concerned college, the student is entitled to:
  - Add or Drop academic courses without financial compensation if it was within the specified period.
  - Drop a course(s) without financial compensation for those courses that require a pre-requisite but yet were registered by the student and presented to the Deanship of Admissions and Registration.
  - Drop a course(s) without financial compensation that the student previously passed in.
  - Drop a course(s) without financial compensation that was later equated.
  - Drop a course(s) with financial compensation in case the student wishes to transfer to another programme after the add/drop period, where the student bears one-third the value of the requirement of not to attend.
  - Drop a course(s) without financial compensation if more than the maximum number of credit hours was registered, as approved by the University Council and the HEC.
  - Drop a course(s) without financial compensation if the student registered a course by mistake and presented it to the Deanship of Admission and Registration, provided that the student did not attend the classes. The student bears one-third if he/she drops the course after the allotted add/drop period, provided that the academic year did not finish.
  - As for the new students, the total withdrawal instructions issued by the University during its registration period is applied to them.





## University Calendar

### Academic Year 2016/2017

First Academic Semester 2016/2017			
From	To	Day	Activities
05/09/2016	-	Mon	First Working Day for Faculty Members
06/09/2016	17/09/2016	Tue - Sat	Guidance, Registration, Withdrawal and Addition of Courses for the 1 <sup>st</sup> Semester 2016/2017
11/09/2016	13/09/2016	Sun - Tue	Eid Al Adha Al Mubarak *
18/09/2016	-	Sun	Commencement of Study
18/09/2016	23/09/2016	Sun - Thu	Late Registration, Withdrawal & Addition of Courses
25/09/2016	-	Sun	New Students Induction Day
02/10/2016	-	Sun	Hegira New Year Holiday *
10/10/2016	11/10/2016	Mon - Tue	Ashura Holiday*
03/11/2016	12/11/2016	Thu - Sat	Mid-Term Exams
13/11/2016	-	Sun	Last Day of Withdrawal & Addition of Courses
20/12/2016	26/11/2016	Sun - Sat	Early Registration for the 2 <sup>nd</sup> Semester
11/12/2016	-	Sun	Prophet's Birth Holiday
16/12/2016	17/12/2016	Fri – Sat	National Day Holiday
23/12/2016	07/01/2017	Fri - Sat	Final Exams
01/01/2017	-	Sun	New Year's Holiday
08/01/2017	-	Sun	Students' Leave
Second Academic Semester 2016/2017			
24/01/2017	28/01/2017	Tue - Sat	Guidance, Registration, Withdrawal & Addition of Courses for the 2 <sup>nd</sup> Semester 2016/2017
29/01/2017	-	Sun	Commencement of Study
29/01/2017	03/02/2017	Sun - Fri	Late Registration, Withdrawal & Addition of Courses
05/02/2017	-	Sun	New Students Induction Day
09/03/2017	18/03/2017	Thu - Sat	Mid-Term Exams
26/03/2017	-	Sun	Last Day of Withdrawal & Addition of Courses
27/03/2017	02/04/2017	Mon – Sun	Early Registration for Summer Semester
30/04/2017	15/05/2017	Sun – Mon	Final Exams
01/05/2017	-	Mon	Labour Day Holiday
16/05/2017	-	Tue	Students' Leave

Summer Academic Semester 2016/2017			
20/05/2017	27/05/2017	Sat – Sat	Guidance, Registration, Withdrawal and Addition of Courses
28/05/2017	-	Sun	Commencement of Study
28/05/2017	30/05/2017	Sun – Tue	Late Registration, Withdrawal & Addition of Courses
18/06/2017	24/06/2017	Sun – Sat	Mid-Term Exams
25/06/2017	27/6/2017	Sun – Tue	*Eid Al-Fitr Al Mubarak
02/07/2017	-	Sun	The last day of Withdrawal & Addition of Courses
03/07/2017	09/07/2017	Mon - Sun	Early Registration of 1st Academic Semester 2017/2018
14/07/2017	23/07/2017	Fri – Sun	Final Exams
24/07/2017	-	Mon	Students' Leave
30/07/2017	-	Sun	Faculty Members' Leave
First Academic Semester 2017/2018			
10/09/2017	-	Sun	First Working Day for Faculty Members
12/09/2017	16/09/2017	Tue - Sat	Guidance, Registration, Withdrawal and Addition of Courses
17/09/2017	-	Sun	Commencement of Study 2017/2018

**\* In Pursuant to the Hegira Calendar.**









## APPLIED SCIENCE UNIVERSITY

P.O.Box 5055. Kingdom of bahrain

Tel: (+973) 177 28 777 - fax : (+973) 177 28 915

Email: [admission@asu.edu.bh](mailto:admission@asu.edu.bh) - Web: [www.asu.edu.bh](http://www.asu.edu.bh)