





Table of Contents

♦ A Message from the President	8
◆ The University Board of Trustees	10
◆ The University Council	10
♦ ASU in Brief	12
♦ ASU Vision, Mission, Objectives and Values	14
◆ Colleges & Departments	16
◆ Academic Programmes	16
◆ University Requirements (courses)	18
University Compulsory Requirements	18
List of Courses	18
Course Descriptions	18
University Elective Requirements	22
List of Courses	22
Course Descriptions	22
Bachelor Degrees	
◆ College of Administrative Sciences	27
College Compulsory Requirements	28
List of Courses	28
Course Descriptions	29
◆ Department of Business Administration	
Bachelor in Business Administration	35
Study Plan	35
Course Descriptions	39

◆ Department of Accounting and Finance	
Bachelor in Accounting	51
Study plan	51
Course Descriptions	55
Bachelor in Accounting and Finance	66
Study plan	66
Course Descriptions	70
◆ Department of Management Information Systems	
Bachelor in Management Information Systems	80
Study Plan	80
Course Descriptions	84
◆ Department of Political Science	
Bachelor in Political Science	94
Study Plan	94
Course Descriptions	98
♦ College of Arts and Science	111
College Compulsory Requirements (For the Department of Design and Arts only)	112
Study Plan	112
Course Descriptions	112
College Elective Requirements (For the Department of Design and Arts only)	114
Study Plan	114
Course Descriptions	115
College Compulsory Requirements (For the Department of Computer Science only)	116

Study Plan	116
Course Descriptions	116
◆ Department of Arts and Design	
Bachelor in Graphic Design	119
Study Plan	119
Course Descriptions	123
Bachelor in Interior Design	130
Study Plan	130
Course Descriptions	134
◆ Department of Computer Science	
Bachelor in Computer Science	143
Study Plan	143
Course Descriptions	147
◆ College of Law	157
College Compulsory Requirements	158
List of Courses	158
Course Descriptions	159
◆ Department of Public Law and Department of Private Law	
Bachelor in Law	162
Study Plan	162
Course Descriptions	166
◆ Regulations for Bachelor Degrees	183
Master Degrees	
College of Administrative Sciences	221
Master in Business Administration	222

Study Plan	222
Course Descriptions	223
Master in Human Resource Management	230
Study Plan	230
Course Descriptions	231
Master in Accounting and Finance	237
Study Plan	237
Course Descriptions	238
♦ College of Law	245
Master in Law	246
Study Plan	246
Course Descriptions	248
Master in Commercial Law	255
Study Plan	255
Course Descriptions	257
Regulations for Master Degrees	267
♦ University Faculty Members	295
COLLEGE OF ADMINISTRATIVE SCIENCE	296
COLLEGE OF ARTS AND SCIENCE	302
COLLEGE OF LAW	306
♦ ASU Calendar 2013/2014	310
♦ ASU Calendar 2014/2015	312



Dr. Waheeb Ahmed Al-KhajaPresident

A Message from the President

Dear Students,

Hard work and determination are the main qualities of scholars, intellectuals and men of genius. Meanwhile, knowledge is certainly part of the qualities of excellence and innovation.

Since you are the future generation and the means of development and change, you should know that you have the duty of preserving the future of your religion and homeland. We endeavor to help you carry out your responsibilities successfully and work efficiently to sustain a better future, freedom and hopes and to look forward to further innovation, growth and more profound intellectual movement.

As we have begun our fifth year of operation, we have pursued our leading vision and made it a strategic goal through which we would realize our hopes and help our students fulfill their ambitions. Within this framework, we have been able to sign a series of academic co-operation and partnership agreements between our University and Mu'tah University of the Hashemite Kingdom of Jordan, with both the civilian and military divisions. The signed agreements stress co-operation in the areas of scientific research, higher studies, training and development. We have also signed a joint academic co-operation agreement with the GCC Commercial Arbitration Centre so as to launch the first commercial arbitration M.A. program, which is the first program of its kind in the GCC region. In addition, joint co-operation agreements were signed with the Royal Police Academy providing for the Bachelor's Degree in law to the Academy's officers. All these significant achievements aim at improving the educational process and at qualifying the University's graduates to meet the demands of the labor market. Furthermore, a series of publications in the field of law have been accomplished by our faculty members; the publications comprise a number of volumes that have been approved as textbooks for our students at the College of law. Moreover, the University does not only care for the academic accomplishment of students but also for their psychological well-being. To further and implement this important goal, the University is in the process of publishing a book on life Skills that introduces topics which deal with character build-up and behavior experiences.

Finally, I wish you all further progress and success to maintain the reputation of the Applied Science University as the recognized oasis of knowledge and academic ethics. I am gratified and honored to join hands with you in building our academic and professional future.

The University Board of Trustees

1.	Mr. Abdullah Ahmed Nass	Chairman
2.	Mr. Sameer Abdullah Nass	Vice Chairman
3.	Prof. Waheeb A. Al-Khaja	Board Member
4.	Dr. Sadoun Al-Sadoun	Board Member
5.	Prof. Abdullah M. Al-Shamsi	Board Member
6.	Mr. Adel Abdullah Noss	Board Member
7.	Dr. Yousif Yaqoob Al- Sultan	Board Member
8.	Mr. Mohammed Ahmed Al-Khaja	Board Member

The University Council

1.	Prof. Waheeb A. Al-Khaja	President
2.	Prof. Hilal M. Y. Al-Bayatti	Vice President for Academic Affairs & Development
3.	Prof. Saad Znad Darwish	Vice President for Admin, Finance and Community Engagement
4.	Prof. Hussein Zedan	Dean, Research and Graduate Studies
5.	Prof. Mohammed Y. Al-Mahasneh	Dean, College of Law
6.	Prof. Tariq Sharif Yunis	Dean, College of Administrative Sciences
7.	Dr. Jamal Makki Al Sultan	Dean, College of Arts & Science
8.	Dr. Nihad Al Juboori	Dean, Student Affairs



ASU in Brief

The Applied Science University has earned its license and accreditation from the Ministry of Education according to the decree issued by the Minister's Council No. (WD 140/2004) doted 5th July 2004 making it one of the first private universities in the Kingdom of Bahrain to teach in both Arabic and English. The ASU ever since, been striving to become one of the leading universities not only in the Kingdom of Bahrain but in the entire Gulf region. The University aims at molding human resources by reinforcing theoretical knowledge with the necessary practical skills required for career success in the respective disciplines chosen by its students. By keeping abreast with the developments in academics, science and technology, the University, assures its students a high quality learning experience, providing them with the leading edge required to excel in today's competitive and global environment. All of which culminates into the University's objective of creating graduates, well-equipped and capable of facing the challenges and competition in their professional careers whereby contributing to self-development and development of the Arabian Gulf community in particular and the entire Arab world in general.

The total number of registered students in the summer semester of the academic year 2008/2009 was 1229. 382 students graduated from the university by the end of the academic year 2008/2009, 35 of whom obtained their post graduate degrees. The university has a team of 57 qualified academic staff of whom 9 are part time lecturers.

The ASU educational system is based on the American system of credit hours. In addition, the University deems it compulsory for its students to complete a certain number of mandatory hours of internship for all the programs offered by the university, before they can graduate in their selected disciplines.

Applied Science University in the Kingdom of Bahrain prides itself in its various prestigious affiliations with prominent educational institutions from across the region like

Mu'tah University in Jordan, Helwan University in Cairo and the Royal Police Academy in Bahrain. Such an association adopts the form of an academic cooperation, while the ASU continues to maintain its status as an independent educational institution in terms of its colleges and its license as granted by the Ministry of Education in Bahrain.

The University currently offers 9 undergraduate and 5 postgraduate programmes all of which are approved by the Ministry of education in Bahrain. Programs are taught in both English and Arabic.







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 programs 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 faulty, 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 the following colleges and departments:

1. College of Administrative Sciences

- i. Department of Business Administration.
- ii. Department of Accounting and Finance.
- iii. Department of Management Information Systems.
- iv. Department of Political Sciences.

2. College of Arts & Science

- Department of Design and Arts.
- i. Department of Computer Sciences.
- ii. Department of General Studies.

3. College of law

- i. Department of Private Law.
- ii. Department of Public Law.

The Academic Programmes

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

I. Undergraduate Programmes

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

II. Postgraduate Programmes

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

University Requirements

University Compulsory Requirements

List of Courses

Course Code	Course Title	Pre-requi site	Credit Hour
ARB101	Arabic Language	-	3
LFS102	Thinking and Communication Skills Development	-	3
CS104	Computer Skills	-	3
HBH105	Bahrain Civilization & History	-	3
ENG101	English Language (1)	-	3
ENG102	English Language (2)	ENG101	3
ENG111	Upper Intermediate English	-	3
ENG112	Advanced English	ENG111	3
HR106	Human Rights	-	3

Course Descriptions

ARAB 101 - Arabic Language (Prerequisite: None)

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.

LFS 102 -Thinking and Communication Skills Development (Prerequisite: None)

This is an optional university requirement course. It introduces students to the concept of thinking, its characteristics, its forms and its importance in the educational process. The course deals also 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 overcoming communicative barriers when communicating in various situations and for various purposes.

CS 104 - Computer Skills (Prerequisite: None)

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

HBH 105 - Bahrain Civilization and History (Prerequisite: None)

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.

ENG 101 - English Language (1) (Prerequisite: None) (For programmes delivered in Arabic Language)

English one is a required University course for all bachelor students whose programmes are in Arabic. It is designed to meet the needs of general English skills. Therefore, the course is integrative to the basic language skills. However, the course concentrates on the grammatical structures of simple English sentences and the vocabulary students

need in their studies to follow lectures and to read references. The course allocates a place for the skills needed in everyday English too.

ENG 102 - English Language (2) (Prerequisite: ENG 101) (For programmes delivered in Arabic Language)

English 2 is a required University course for all ASU bachelor programmes the medium of instruction of which is Arabic. It is a follow up to English 1. It is integrative to the 4 language skills in the frame of general English. The course takes students from preintermediate to upper Intermediate level and provides practice for English language structures and communication skills. Most importantly, the students are trained in the reading, writing, listening, and speaking skills needed to communicate in the professional and personal sides of modern life and be able to develop and present their own ideas in fairly good English.

ENG 111 - Upper Intermediate English (Prerequisite: None) (For programmes delivered in English Language)

ENG 111 is a three-credit-hour course that runs for one semester (or term) of 15 weeks. It is the first of two credit English courses which ASU incoming students enrolled in MIS, CS, and ACC bachelor Programmes are required to take during their first year of study.

It aims at exposing students to a wide variety of reading passages, providing them with adequate practice in scanning to find information from texts, guessing meaning from context, and critical thinking. Grammatical structures are introduced in context with questions that encourage students to work out the rules for themselves. The vocabulary syllabus concentrates on learning new words in lexical sets.

ENG 111 is a skill-building course, which enables students to speak with ease and confidence, communicate with different types of people, discuss academic, social and professional matters, listen to news in English, read newspapers, magazines and references, write personal and business letters, write reports and articles, etc.

ENG 112 - Advanced English (Prerequisite: ENG 111) (For courses delivered in English Language)

ENG 112is a three-credit-hour course that runs for one semester (or term) of 15 weeks. It is the second of two credit English language courses which all incoming students are required to take during their study at the University. The course is skill-building which enables students to speak with ease and confidence, communicate with different types of people, discuss academic, social and professional matters, listen to news in English, watch TV programmes, read newspapers, magazines and references, write personal and business letters, write reports and articles, etc. It fulfills a high level of proficiency in English as a prerequisite for academic, social and professional success.

HR 106 - Human Rights (Prerequisite: None)

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:

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

University Elective Requirements List of Courses

(3 Credit Hours / 1 course to be chosen from each group)

Course Code	Course Title	Pre-requisite		Course Title Pre-requisite Ho	
	Group 1				
ISC101	Islamic Culture	-	3		
ISC102	Islamic Ethics	-	3		
ISC103	Islam & Contemporary Issues	-	3		
Group2					
LFS101	Life Skills	-	3		
LIB101	Introduction to Library Science	-	3		
MAN101	Man and Environment	-	3		
SOC101	Introduction to Sociology	-	3		
SPT101	Special Subjects	-	3		
CS205	Computer Applications	CS104	3		

Course Descriptions

ISL 101 - Islamic Culture (Prerequisite: None)

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, its methodologies, and other related issues.

ISL 102 - Islamic Ethics (Prerequisite: None)

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.

ISL 103 - Islam & Contemporary Issues (Prerequisite: None)

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 jewelry, democracy and government system, and other scientific and cultural developments

LFS 101 - Life Skills (Prerequisite: None)

This course studies the skills usually associated with managing and living a better quality of life. These skills help us 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 varies greatly depending on the students' social norms and their community expectations.

LIB 101 - Introduction to Library Science (Prerequisite: None)

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 introduce to those who may want to benefit from.

MAN 101 - Man and Environment (Prerequisite: None)

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.

SOC 101 - Introduction to Sociology (Prerequisite: None)

The course introduces the students to Sociology; the scientific study of society. Thus, the course emphasizes social interaction processes and their impact on the members of any society.

SPT 101 - Special Subjects (Prerequisite: None)

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

CS 205 - Computer Applications (Prerequisite: CS 104)

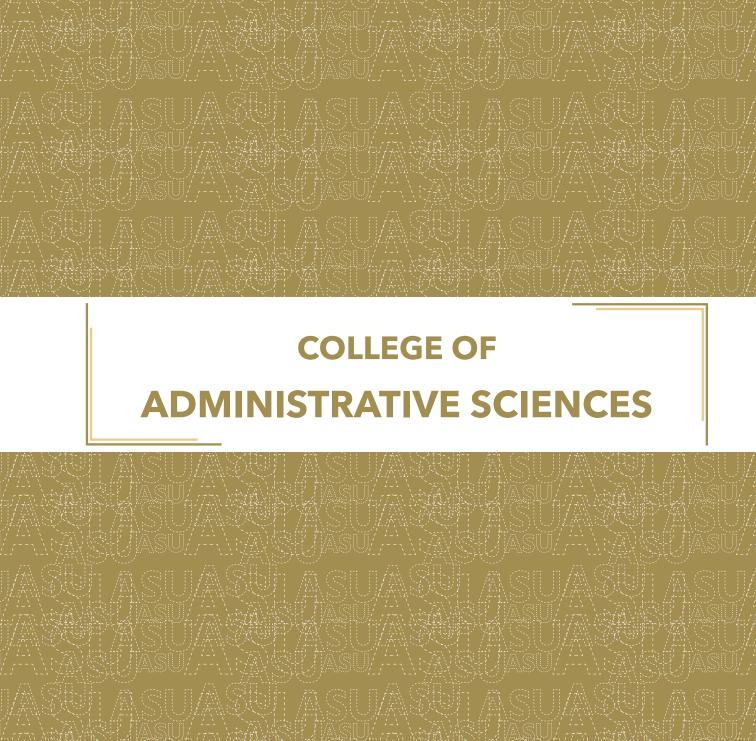
This course covers the following topics: using Microsoft word for report writing, using Microsoft excel for creating a simple accounting program and using Microsoft access for creating a simple information system.







BACHELOR DEGREES



College Compulsory Requirements List of Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ACC101	Principles of Accounting (1)	-	3
ACF101	Principles of Accounting (1)	-	3
BA101	Principles of Management (1)	-	3
BA108	Principles of Management (1)	-	3
ECO102	Micro Economics	-	3
ECO104	Micro Economics	-	3
ECO103	Macro Economics	ECO102	3
ECO105	Macro Economics	ECO104	3
MATH101	Mathematics for Business	-	3
MATH102	Mathematics for Business	-	3
POL101	Introduction to Political Science	-	3
POL110	Introduction to Political Science	-	3
STA101	Principles of Statistics	MATH102	3
BA211	Principles of Marketing	BA101	3
BA218	Principles of Marketing	BA108	3
BA303	Scientific Research Methods	-	3
BA307	Scientific Research Methods	-	3

Course Descriptions

ACC 101 - Principles of Accounting (1) (Pre-requisite: None) (For programmes delivered in Arabic Language)

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.

ACF 101 - Principles of Accounting (1) (Prerequisite: None) (For programmes delivered in English Language)

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

BA 101 - Principles of Management (1) (Prerequisite: None) (For programmes delivered in Arabic Language)

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.

BA 108 - Principles of Management (1) (Prerequisite: None) (For programmes delivered in English Language)

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.

ECO 102 - Micro Economics (Prerequisite: None) (For programmes delivered in English Language)

This course studies the behaviour of individual households and firms. It focuses on the functioning of individual industries and the behaviour of individual economic decision-making units: business firms and households and explores the decisions that individual businesses and consumers make and how these decisions are co-ordinate in markets. The course will focus 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? Examining the behaviour of households and firms will give us the necessary insight to understand how the interaction between consumers' demands and producers' supplies determines prices in the marketplace.

ECO 104 - Micro Economics (Prerequisite: None) (For programmes delivered in Arabic Language)

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.

ECO 103- Macro Economics (Prerequisite: ECO 102) (For programmes delivered in English Language)

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 policy, 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.

ECO 105- Macro Economics (Prerequisite: ECO 104) (For programmes delivered in Arabic Language)

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.

MATH 101 - Mathematics for Business (Prerequisite: None) (For programmes delivered in Arabic Language)

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.

MATH 102 - Mathematics for Business (Prerequisite: None) (For programmes delivered in English Language)

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.

POL 101 - Introduction to Political Sciences (1) (Prerequisite: None) (For programmes delivered in Arabic Language)

This course aims at introducing the basic concepts and terminology such as the concept of politics, political science, the relationship between the politics 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.

POL 110 - Introduction to Political Sciences (E) (Prerequisite: None) (For programmes delivered in English Language)

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.

STA 101 - Principles of Statistics (Prerequisite: MATH 101)

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.

BA 211 - Principles of Marketing (Prerequisite: BA 101) (For programmes delivered in Arabic Language)

This course focuses on the essentials of marketing, its nature and scope that are crucially important to the organization' success in a dynamic environment. The course provides a broad background on the marketing concept, the role of marketing both within the organization and within 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 mangers use marketing elements to enable their business organization to gain a competitive advantage.

BA 218 - Principles of Marketing (Prerequisite: BA 108) (For programmes delivered in English Language)

This course focuses on the essentials of marketing, its nature and scope that are crucially important to the organization' success in a dynamic environment. The course provides a broad background on the marketing concept, the role of marketing both within the organization and within 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 mangers use marketing elements to enable their business organization to gain a competitive advantage.

BA 303 - Scientific Research Methods (Prerequisite: None) (For programmes delivered in Arabic Language)

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 and 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, select 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.

BA 307 - Scientific Research Methods (Prerequisite: None) (For programmes delivered in English Language)

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 and 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, select 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.



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	Bahrain Civilization & History		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	Microeconomics	-	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	-	3
MIS211	Management Information Systems	BA101 + CS104	3
ECO105	Macroeconomics	ECO104	3
	Total		18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA231	Human Resource Management	BA102	3
BA241	Quantitative Methods in Management (E)	STA101 + ENG102	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 Communications (E)	BA102 + ENG102	3	
BA342	Operations Management	BA102 + BA241	3	
BA303	Scientific Research Methods	-	3	
- I	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 + BA21	3
BA463	Innovation Management	BA361	3
_	Programme Elective		3
	Total		18

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
	Total		9

Course Descriptions

Programme Compulsory Courses:

LAW 021 - Principles of Commercial Law (Prerequisite: None)

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.

BA 102 - Principles of Management (2) (Prerequisite: BA 101)

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

MIS 211 - Management Information Systems (Prerequisite: BA 101 + CS 104)

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.

ACC 221 - Cost Accounting (Pre-requisite: ACC 101)

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.

BA 231 - Human Resource Management (Prerequisite: BA 102)

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

BA 241 - Quantitative Methods in Management (E) (Prerequisite: STA 101 + ENG 102)

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. 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.

BA 246 - Managerial Economics (Prerequisite: BA 101 + ECO 104)

The course is designed to develop student' 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.

BA 251 - Organizational Behavior (Prerequisite: BA 102)

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.

FIN 251 - Financial Management (Prerequisite: ACC 101)

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.

BA 252 - Organization Theory (Prerequisite: BA 251)

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

ACC 324 - Managerial Accounting (Pre-requisite: ACC 221)

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 covers as well planning and capitalist budgets, performance measurement and Responsibility Accounting, in addition to the standard costs and comparing variances in direct and indirect costs.

BA 332 - Business Communication (E) (Prerequisite: BA 102 + ENG 102)

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

BA 342 - Operations Management (Prerequisite: BA 102 + BA 241)

The course deals 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 & 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.

BA 344 - Supply Chain Management (Prerequisite: BA 342)

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.

BA 353 - Business Ethics (Prerequisite: BA 102)

This course deals with importance of ethics and its role in the business arena. Ethical dilemmas and decision-making approaches confronting all Business Organization' Stakeholders such as leaders, managers, employees, customers and the public are explored at the societal, organizational and personal levels.

BA 355 - Organizational Change and Development (Prerequisite: BA 252)

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. And 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.

BA 361 - Entrepreneurship (Prerequisite: BA 211 + BA 231 + FIN 251)

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? What appropriate form of ownership that this business may take, source of funds, location selection and all other operational requirements.

BA 362 - International Business (Prerequisite: BA 211 + BA 231 + FIN 251)

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.

BA 392 - Internship (Prerequisite: 90 Credit Hours)

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 them to function well in a culturally diverse working environment. Additionally, it helps students reflect on the skills they are learning and the benefits gained from the internship experience.

BA 415 - Sales Management (Prerequisite: BA 102 + BA 211)

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 student 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 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.

BA 421 - Feasibility Studies (Prerequisite: BA 361)

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?

BA 443 - Business Decision Making (Prerequisite: BA 241)

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.

BA 454 - Leadership and Group Dynamics (Prerequisite: BA 355)

The course deals with leadership role along managerial hierarchy, leadership styles, techniques and roles in business organizations. During the course, 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.

BA 463 - Innovation Management (Prerequisite: BA 361)

The course introduces students to the main concepts of innovation. Throughout the course, students will learn how innovation is crucial for both individual 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.

BA 464 - Strategic Management (E) (Prerequisite: BA 102 + 114 Credit Hours)

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?

BA 499 - Applied Research in Business (Prerequisite: BA 392)

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.



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

BA 204 - Knowledge Management (Prerequisite: BA 102)

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.

BA 246 - Managerial Economics (Prerequisite: BA 101 + ECO 104)

The course is designed to develop student' 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.

BA 313 - Public Relations (Prerequisite: BA 102 + BA 211)

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 relation campaign. This overview of public relation 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 decisionmaking. 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.

BA 314 - Commercial Promotion (Prerequisite: BA 102 + BA 211)

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 endeavor. 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.

BA 333 - Planning and Selecting Human Resource (Prerequisite: BA 231)

The course deals with the issues, processes and practices involved in planning and

selecting human resource. Students will gain the knowledge and tools to analyze and assess human resource 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 resource in that challenging Business context.

BA 445 - Total Quality Management (Prerequisite: BA 342)

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 significance 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

BA 465 - E-Business (Prerequisite: BA 362 + ENG 102)

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 realized 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.

BA 491 - Contemporary Topics in Management (Prerequisite: BA 252)

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 resource, culture, economy, technology, work process design and management practices will be tackled conforming to the era of globalization and changing firm boundaries.



DEPARTMENT OF ACCOUNTING AND FINANCE BACHELOR IN ACCOUNTING

STUDY PLAN

Year 1

	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	Bahrain Civilization & History	-	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 and Communication Skills Development	-	3
	University Elective (1)	-	3
	Total		18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
HR106	Human Rights	-	3
ACC205	Intermediate Accounting (1)	ACC102	3
ACC203	Principles of Accounting (E)	ACC102 + ENG102	3
ACC221	Cost Accounting	ACC101	3
LAW021	Principles of Commercial Law	-	3
-	University Elective (2)		3
	Total		18

Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
POL 101	Introduction to Political Science		3
BA241	Quantitative Methods in Management (E)	STA101 + ENG102	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

	Fifth 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 & Fi- nance (E)	ACC324+ CS104+ ENG102	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
	Total		15

	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	
	Total		15	

Course Descriptions

Programme Compulsory Courses:

ACC 101 - Principles of Accounting (1) (Pre-requisite: None)

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.

ACC 102 - Principles of Accounting (2) (Pre-requisite: ACC 101)

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

ACC 203 - Principles of Accounting (E) (Pre-requisite: ACC 102 + ENG 102)

This course contains the introduction to 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 inventories, cash and receivable, noncurrent assets, current liabilities and also preparing the financial statements and preparing error correction.

ACC 204 - Corporate Accounting (Pre-requisite: ACC 102)

This course covers a range of topics related to accounting of partnership and corpora-

tion companies in terms of accounting fundamentals for the formation of companies, the changes that occur on its capital accounts, partners' admission and withdrawals, processing bonds payable and Treasury Stocks, profit and loss allocation and companies' liquidation.

ACC 205 - Intermediate Accounting (1) (Pre-requisite: ACC 102)

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 transaction related with property, plant and equipment. This course includes also many topics in financial accounting.

ACC 221 - Cost Accounting (Pre-requisite: ACC 101)

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.

BA 241 - Quantitative Methods in Management (E) (Prerequisite: STA 101 + ENG 102)

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.

FIN 251 - Financial Management (Pre-requisite: ACC 101)

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 deals as well 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.

ACC 306 - Intermediate Accounting (2) (Pre-requisite: ACC 205)

This course is considered as an extension to intermediate accounting (1) and includes many topics in financial accounting, such as current and non-current liabilities, equity, dilutive securities, investments, revenue recognition, leases, accounting changes and error analysis, statement of cash flows and also a presentation and disclosure in financial reporting.

ACC 307 - Advanced Accounting (Pre-requisite: ACC 204)

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.

ACC 311 - International Accounting Standards (Pre-requisite: ACC 306)

This course deals with a set of international accounting standards issued by specialized

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

ACC 324 - Managerial Accounting (Pre-requisite: ACC 221)

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 covers as well planning and capitalist budgets, performance measurement and Responsibility Accounting, in addition to the standard costs and comparing variances in direct and indirect costs.

ACC 332 - International Auditing Standards (Pre-requisite: ACC 306)

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

ACC 340 - Islamic accounting (Pre-requisite: ACC 204)

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.

ACC 341 - Governmental Accounting (Pre-requisite: ACC 204)

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.

ACF 343 - Computer Applications in Accounting and Finance (E) (Prerequisite: ACC324 + CS104 + ENG102)

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

FIN 352 - Markets and Financial Institutions (Pre-requisite: FIN 251)

This course deals with five of the financial markets: the capital market (stocks and bonds), the Money market, the mortgage market, Financial Derivatives Markets and the foreign exchange market. This course includes an explanation of the financial tools which are used in these five markets, in addition to the pricing mechanism of each tool of these tools, and the role of these markets in the long-term and short-term investment, financing, and hedging.

ACC 412 - Accounting Theory (Pre-requisite: ACC 307)

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 deals as well with modern controversial aspects of the accounting thought and illustrates the theories of accounting and its application in Professional practices.

ACC 433 - Auditing (Pre-requisite: ACC 332)

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

ACC 434 - Profession Ethics (Pre-requisite: ACC 433)

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

ACC 443 - Accounting Information Systems (Pre-requisite: ACF 343)

This course represents an introduction to study a number of topics mostly identifying terms related to accounting information systems, elements of the system and its components and relation to the management information system, system design, development methods and systems documentation, the analysis of the relationship between the branches (cycles) of the information system of accounting; revenue cycle; expenses cycle, procurement cycle; sales cycle; production cycle and the financial



cycle. The course deals as well with the most important differences between the computerized information system and manual ones and the impact of the use of modern information technologies on system efficiency and effectiveness.

ACC 461 - Internship (Pre-requisite: 90 Credit Hours)

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 transferable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables them to function well in a culturally diverse working environment. Additionally, it helps students reflect the skills they are learning and the benefits gained from the internship experience.

ACF 461 - Financial Analysis (E) (Prerequisite: ACC306 + ENG102)

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.

ACC 463 - Contemporary Accounting Topics (Pre-requisite: ACC 307)

This course deals with a number of topics about modern accounting from the intellectual and practical sides ones regarding the intellectual framework related to environment accounting, social cost of pollution and the accounting methods used for their measurement and disclosure, and accounting treatments related to social assets dispense, the course also addresses the general framework of inflation accounting and its impact on the financial statements, as well as its role to cover the intellectual framework and the accounting treatment of human resources accounting in addition other topics according to the needs required in accounting development.

ACC 469 - Applied Research in Accounting (Pre-requisite: ACC 461)

This course is concerned of linking 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.

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

ACC 231 - Tax Accounting (Pre-requisite: ACC 204)

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.

ACC 342 - Financial Institutions Accounting (Pre-requisite: ACC 204)

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.

ACC 413 - International Accounting (Pre-requisite: ACC 412)

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

ACC 462 - Special Topics in Accounting (Pre-requisite: ACC 412)

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.

BA 102 - Principles of Management (2) (Prerequisite: BA 101)

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

FIN 353 - Investment & Portfolio Management (Pre-requisite: FIN 352)

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.

FIN 454 - International Trade and Finance (Pre-requisite: FIN 352)

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.

FIN 455 - Corporate Governance (Pre-requisite: FIN 352)

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.



BACHELOR IN ACCOUNTING AND FINANCE

STUDY PLAN

Year 1

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)	- 1	3
	Total		15

	Second Semeste	r	
Course Code	Course Title	Pre-requisite	Credit Hour
CS104	Computer Skills	-	3
ENG112	Advanced English	ENG111	3
ACF102	Principles of Accounting (2)	ACF101	3
MATH102	Mathematics for Business	-	3
HR106	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	MATH102	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	Bahrain Civilization & History	-	3
ACF332	International Auditing Standards	ACF204	3
-	Programme Elective	<u>-</u>	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	ACF151 CS104+ ENG111+	3
ACF305	Advanced Financial Accounting	ACF204	3
ACF342	Islamic Accounting	ACF273	3
ACF354	Investment and Portfolio Management	ACF252	3
ACF312	Accounting Theory	ACF311	3
ACE401	Internabio	90 Credit	2
ACF491	Internship	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 Information System	ACF343	3
ACF461	Financial Statement Analysis	ACF204+ ENG111	3
<u> </u>	Programme Elective	-	3
	Total		15

Course Descriptions

Programme Compulsory Courses:

ACF 102- Principles of Accounting (2) (Prerequisite: ACF 101)

This course will continue to build upon the skills you have learned in Principles of Accounting I, It will explore the more complex areas of stockholder's equity, accounting for bonds, cash flow statement, earnings per share and dividends, the Receivable, current Liabilities & payroll, Bonds, plant Assets & intangible, depreciation & Analysis financial statements, the skills you will learn from this course will serve as the foundation for many accounting and business courses that will follow

ACF 151 - Financial Management (1) (Prerequisite: ACF 101)

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

ACF 203 - Intermediate Accounting (1) (Prerequisite: ACF 102)

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.

Topics examined include those related to corporate financial position, operating results, cash flows, and financial strength. Students will study more complex accounting systems and will be shown how the various accounting alternatives for recording financial transactions impact on the usefulness of the information provided for decision-making. During coverage of relevant topics reference will be made to recent lapses in ethical reporting and the resulting impact on the financial markets and society.

ACF 204 - Intermediate Accounting (2) (Prerequisite: ACF 203)

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 changes and error correction, statement of cash flows, Financial statement analysis and full disclosure.

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

ACF 221 - Cost Accounting (Prerequisite: ACF 101)

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

ACF 252 - Financial Management (2) (Prerequisite: ACF 151)

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

ACF 253 - Insurance and Risk Management (Prerequisite: ACF 151)

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.

ACF 272 - Bank Management (Prerequisite: ACF 252)

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

ACF 273 - Banking and Islamic Finance (Prerequisite: ACF 272)

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

ACF 305 - Advanced Financial Accounting (Prerequisite: ACF 204)

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.

ACF 311 - International Accounting Standards (Prerequisite: ACF 204)

Financial statements are required in a form suitable for publication it is expected that the layout and presentation will follow that seen in the relevant IAS, for example IAS 1 for an Income Statement and a Balance Sheet and IAS 7 for Cash Flow Statements. In some cases IASs permit two accounting treatments for like transactions and events.

ACF 312 - Accounting Theory (Prerequisite: ACF 311)

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

ACF 322 - Managerial Accounting (Prerequisite: ACF 221)

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, types of budgets (operating, flexible, and capital), standard costs and variances analysis, use relevant information to making decision, planning and control, measures of performance and responsibility accounting, and transfer pricing.

ACF 332 - International Auditing Standards (Prerequisite: ACF 204)

This course deals with a detailed study of the latest international standards of auditing and confirmation from the theoretical side and then touches upon the practical side by applying these standards. The course covers a number of international standards including quality control standards - general principles, responsibilities and goals that govern the process of auditing the financial statements - audit evidence - terms of reference of auditing - audit documentation - legal auditor responsibility - planning of the audit process - relative importance - the audit evidence - foreign accreditation -

audit of accounting estimates - analytical procedures - audit samples - audit reports of financial statements - audit reports of auditing functions for special purposes - auditing derivative financial Instruments - review of interim financial information by the independent auditor - examining future financial information and international standard of related services.

ACF 342 - Islamic Accounting (Prerequisite: ACF 273)

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

ACF 343 - Computer Applications in Accounting and Finance (Prerequisite: ENG101+CS104+ACF151)

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 ability of students to prepare financial statements, spreadsheets of reports, financial analysis evaluation of bonds and stock, and to calculate and draw chart with the use of Microsoft office excel.

ACF 354 - Investment and Portfolio Management (Prerequisite: ACF 252)

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

ACF 374 - Financial Institutions and Markets (Prerequisite: ACF 151)

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.

ACF 433 - Auditing (Prerequisite: ACF 332)

This course comprehensively surveys the topics of internal and external auditing; the professional ethics, the characteristics and responsibilities of internal or external auditors, audit evidence &documentation, audit sampling, the internal control system, , in this course also using the generally accepted auditing and accounting standards to audit the financial statements (audit programme) & auditors' reports, other assurance services, finally discusses major auditing developments of the twenty century.

ACF 435 - Profession Ethics (Prerequisite: ACF 433)

This course will train students in critical thinking about the claims of various stakeholders over business practices. Ethical reasoning will be taught so that students can distinguish factual reports from opinions, recognize breaches of "Hume's Law" or examples of the Naturalistic Fallacy and of ethical relativism. The ethical issues of most general concern are analyzed: Piracy, sweatshops, misrepresentation, whistle-blowing, corruption, dumping, pollution, arbitrary abuse of executive power and financial scandals. Cases are used sparingly to illustrate general principles. The emphasis is on acquiring the thinking skills necessary to recognize and resolve difficult ethical issues in the workplace.

ACF 444 - Accounting Information Systems (Prerequisite: 343)

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

ACF 461 - Financial Statement Analysis (Prerequisite: ACF 204 + ENG 102)

This course investigates the financial statement 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.

ACF 491 - Internship (Prerequisite: 90 Credit Hours)

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

ACF 499 - Applied Research in Accounting and Finance (Prerequisite: ACF 491)

This course links theory with reality, so 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.



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

ACF 231 - Tax Accounting (Prerequisite: ACF 204)

The course addresses the various aspects of taxation, such as tax payment in general, double taxation, tax evasion and tax equality. In particular, theoretical and practical aspects of the income tax, sales tax laws world are covered, and illustrated through examples and cases.

ACF 241 - Governmental Accounting (Prerequisite: ACF 102)

This course will cover fundamental concepts of accounting principles and practices in government and not-for-profit organizations. Concepts of budgeting, fund accounting, encumbrances and value of money in the public sector will be important topics in this class.

ACF 455 - Corporate Governance (Prerequisite: ACF 354)

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, and the ten principles to ensure effective corporate governance. It 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). This course also deals with risk management and capital adequacy, credit risk management, liquidity risk management, organization of the treasury and risk management, portfolio management of stable investment liquidity, market risk management, governing of trade, interest rate risk management, currency risk management, transparency and disclosure in the financial statements of banks and the relationship between risk analysis and supervision of banks.

ACF 492 - Special Topics in Accounting & Finance (Prerequisite: ACF 312)

This course introduces some topics in accounting and finance. It enables small groups of advanced students to work on selected accounting and finance topics of interest and develop their ability to follow the relevant literature and do independent work.

The contents may change from year to year depending on faculty and student interests.

BA 109 - Principles of Management (2) (Prerequisite: BA 108)

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

BA 241 - Quantitative Methods in Management (Prerequisite: STA 101)

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.

ECO 208 - Money and Banking (Prerequisite: ECO 102 + ACF 151)

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

DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS BACHELOR IN MANAGEMENT INFORMATION SYSTEMS

STUDY PLAN

Year 1

	First Semester		
Course Code	Course Title	Pre-requisite	Credit Hour
CS104	Computer Skills	-	3
BA108	Principles of Management (1)	-	3
MATH102	Mathematics for Business	-	3
ACF101	Principles of Accounting (1)	-	3
ECO102	Micro Economics	<u>-</u>	3
ENG111	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
POL110	Introduction to Political Science		3
	Total		18

Year 2

	Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour	
MIS231	Programming and Data Structures	CS104	3	
BA109	Principles of Management (2)	BA108	3	
BA241	Quantitative Methods in Management	STA101	3	
MIS211	Management Information Systems	BA108+ CS104	3	
ENG112	Advanced English	ENG111	3	
HBH105	Bahrain Civilization & History	_	3	
	Total			

	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 (1)	-	3	
	Total			

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	BA241+ BA109	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	90 Credit Hours	3
-	Programme Elective		3
MIS422	Information Systems Design and Implementation	MIS321	3
LFS102	Thinking and Communication Skills Development	-	3
	Total		15

	Third 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	
	Total		12	

Course Descriptions

Programme Compulsory Courses:

ACF 151 - Financial Management (1) (Prerequisite: ACF 101)

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

BA 109 - Principles of Management (2) (Prerequisite: BA 108)

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

BA 238 - Human Resource Management (Prerequisite: BA 109)

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

BA 241 - Quantitative Methods in Management (Prerequisite: STA 101)

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.

BA 349 - Operations Management (Prerequisite: BA 109 + BA 241)

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 & 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.

CS 331 - Database Systems (Prerequisite: MIS 240)

This course introduces topics that includes 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.

MIS 211 - Management Information Systems (Prerequisite: BA 108 + CS 104)

This is an introductory course that presents problems in business environment with

their computer based solution. 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 it applications, information systems key resources, gaining competitive advantage with IT, integrating collaborating environments, supply chain management, databases and data warehouses.

MIS 231 - Programming and Data Structures (Prerequisite: CS 104)

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++ Programing language tools (Input Output, Selection, Repetition, Methods and Matrixes), Data structures types (Linked list, Stacks, Queues and tress), and the primitive operation associated with them and their uses.

MIS 240 - Information Systems Infrastructures (Prerequisite: MIS 231)

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.

MIS 251 - Information Resources Management (Prerequisite: MIS 211)

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

MIS 255 - Knowledge Based Management (Prerequisite: MIS 211)

This course Introduce to the students the concepts of Knowledge management and

the development of knowledge-based systems (KBS). Topics covered: Knowledge management; concepts of knowledge and expert systems; developing a small scale KBS: knowledge acquisition, Knowledge representation, knowledge reasoning, and knowledge validation; over viewing and demonstrating KBS technologies.

MIS 312 - Decision Support Systems (Prerequisite: MIS 211)

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.





MIS 314 - Integrated Information Systems (Prerequisite: MIS 211)

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

MIS 321 - Information Systems Analysis (Prerequisite: CS 331)

This course introduces students to information systems analysis. The student will gain skills in Information Systems requirements analysis and logical system Specifications.

The student 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.

MIS 332 - Visual Programming (Prerequisite: MIS 231)

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. Also the student will learn to program using loops and selections statement, and linking with access sheets and databases.

MIS 343 - Information Systems Security (Prerequisite: MIS 240)

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

MIS 356 - Information Systems Auditing (Prerequisite: MIS 211)

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

MIS 361 - E-Business (Prerequisite: MIS 211)

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.

MIS 363 - Special Topics in Information Systems (Prerequisite: MIS 312 + MIS 314)

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

MIS 422 - Information Systems Design and Implementation (Prerequisite: MIS 321)

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.

MIS 445 - Mobile Computing (Prerequisite: MIS 240)

This course introduce 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.

MIS 454 - MIS Ethics and Social Responsibility (Prerequisite: MIS 240)

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.

MIS 456 - IS Project Management (Prerequisite: BA 241)

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 software as well as software 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.

MIS 462 - Internship (Prerequisite: 90 Credit Hours)

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.

MIS 464 - Applied Research in MIS (Prerequisite: MIS 462)

In this course, student applies different computer algorithms and methodologies to one of the research - oriented real life problems. This gives the opportunity for individual student, to take the responsibility of executing an investigative project, with guidance from a tutor. He 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. He also needs to demonstrate the outcome of the investigation and write a comprehensive report. Students should enjoy the freedom of this experience.

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

BA 258 - Organization Theory (Prerequisite: BA 109 + ENG 111)

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 do they grow and survive. The environment in which the organization operates is another important topic. Additionally, the course includes theories and practical information about different types of organizational structures, organizational change, organizational culture and innovation within organizations.

BA 332 - Business Communication (E) (Prerequisite: BA 109 + ENG 111)

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

MIS 210 - Financial Information Systems (Prerequisite: MIS 211 + ACF 101)

This course introduces the students to 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 includes: ERP Financials, FIS for Transaction processing, Building and Implementing FIS, and Organizational Impact.

MIS 436 - Web Application Development (Prerequisite: MIS 361)

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

MIS 465 - Business Intelligence (Prerequisite: BA 108 + MIS 255)

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 venders.



DEPARTMENT OF POLITICAL SCIENCE BACHELOR IN POLITICAL SCIENCE

STUDY PLAN

Year 1

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
ARB101	Arabic Language		3
ENG101	English Language (1)	-	3
	Total		18

	Second Semester			
Course Code	Course Title	Pre-requisite	Credit Hour	
POL125	Constitutional Law	-	3	
POL122	Bahrain's Political System	POL101	3	
BA303	Scientific Research Methods	_	3	
CS104	Computer Skills		3	
HBH105	Bahrain Civilization & History	-	3	
	Total		15	

Year 2

	Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour	
POL211	Ancient and Medieval Political Thought	POL101	3	
POL221	Comparative Political Systems	POL101	3	
POL251	Political Sociology	POL101	3	
BA101	Principles of Management (1)	-	3	
ENG102	English Language (2)	ENG101	3	
_	University Elective (1)	-	3	
	Total			

	Fourth Semester		
Course Code	Course Title	Pre-requisite	Credit Hour
POL233	Political Geography	POL131	3
ACC101	Principles of Accounting (1)	-	3
POL252	Political Development	POL101	3
STA101	Principles of Statistics	MATH101	3
ECO105	Macro Economics	ECO104	3
-	University Elective (1)	-	3
	Total		18

Year 3

Fifth Semester				
Course Code	Course Title	Pre-requisite	Credit Hour	
LFS102	Thinking and Communication Skills Development		3	
POL312	Modern and Contemporary Political Thought	POL211	3	
POL323	Gulf Political Systems	POL101	3	
POL324	Arab Political Systems	POL101	3	
HR106	Human Rights	-	3	
MATH101	Mathematics for Business	-	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	90 Credit Hours	3	
BA211	Principles of Marketing	BA101	3	
POL361	Approaches of Political Science	BA303	3	
POL313	Political Theory	POL101	3	
	Total		18	

Year 4

Sixth Semester					
Course Code	Course Title	Pre-requisite	Credit Hour		
POL463	Readings in Politics (E)	ENG102	3		
POL465	Ethics in Politics	POL101	3		
POL434	Theories of International Relations	POL131	3		
POL435	Contemporary International Issues	POL131	3		
POL232	Theory of International Organization	POL131	3		
-	Programme Elective	<u>-</u>	3		
	Total		18		

Third Semester				
Course Code	Course Title	Pre-requisite	Credit Hour	
POL444	Bahrain Foreign Policy	POL131	3	
POL445	Readings in Diplomacy (E)	POL343+ ENG102	3	
POL464	Applied Research in Political Science	POL362	3	
-	Programme Elective	-	3	
Total			12	

Course Descriptions

Programme Compulsory Courses:

POL 122 - Bahrain's Political System (Prerequisite: POL 101)

This course focuses on the political and historical events related to the emergence of the state of Bahrain and reviewing the most important political and constitutional events in Bahrain which affect the political system.

The course illustrates the roles of the three branches of government and their details and the authorities of the regime and how to make its internal and external policy. This course deals with the subject of functions of Bahrain political system.

POL 125 - Constitutional Law (Prerequisite: None)

This course deals with the study of the general theory of constitutional law, its definition and the applied rules and defines the Constitution and its relationship to other laws.

The course studies the sources of constitutional rule, the types of constitutions, the methods of creating constitutions, the value and importance of constitutions, the methods of control over the constitutionality of laws, amending constitution, applying the constitution, the development of the constitutional life in Bahrain and the relationship between the public authorities and the economic, social and political rights in the constitution of Bahrain.

POL 131 - Principles of International Relations (Prerequisite: None)

The course deals with the issues of the international community, its concepts, its patterns and the international determinants. This course tackles the international relations focusing on the types, concepts, contents, theories and approaches of the international relations.

The course discusses the international person and his/her role in the international

arena and the impact of the new international variables on the performance of the United Nations. Also, the course tackles the characteristics of the political and economic globalization and the relationship between globalization and international reality.

POL 141 - Principles of Diplomacy (Prerequisite: None)

The course tackles the concept of diplomatic and historical development of diplomacy in ancient societies, medieval and modern ages, the definition of diplomat and consul and the similarities, the differences and coordination between the diplomatic and consular relations.

Also, the course deals with the study of the current situation of diplomacy within the international community, the terms of the exchange of diplomatic representation, and the stages of selecting the members of the diplomatic mission, furthermore, it investigates the diplomatic immunities and privileges, and the end of the diplomatic mission.

POL 211 - Ancient and Medieval Political Thought (Prerequisite: POL 101)

This course defines the environment of ancient, medieval, east and west political thought. Also, the course studies the models of senior intellectuals in the most important ancient civilizations such as China, India, Persia, Arab (before Islam) Greek and Roman civilizations, in addition to the Western Christian political thoughts before the Renaissance.

The course investigates the possibility to benefit from the previous-mentioned ages in order to use them in contemporary age In addition to the study of the main ideas of some Arab and Muslim intellectuals.

POL 221 - Comparative Political Systems (Prerequisite: POL 101)

This course deals with the study of the political systems from the perspective of the comparative analysis based on many modern theories in the classification of political systems. The course also focuses on the study of the characteristics of different political systems as presidential system, parliamentary system, Hybrid and parliamentary

assembly. The course studies models applied to contemporary political systems as the American presidential system, the British parliamentary system, the Swiss federal system, the French system and other systems in the developing countries.

POL 232 - Theory of International Organization (Prerequisite: POL 131)

This course deals with the units of the international community and its individuals. The course focuses on the international organizations to highlight them in legal and functional aspects.

It also deals with the international and regional organizations in terms of their definition, objectives, membership, functions and effectiveness. The course focuses on some models as the United Nations, the League of Arab States and the European Common Market and its agencies.

POL 233 - Political Geography (Prerequisite: POL 131)

This course deals with the concepts of political geography and geopolitics, and the difference between these two issues. Also, the course tackles the research methods in geopolitics.

It tackles the components of the state as human and economic resources, the impact of these components on the political activities of the state and regional and international role.

It also deals with some international conflicts over water, borders and explains some of the practical aspects of the countries of the Middle East including the Arab world.

The course also tackles the geopolitical theories, their impact on countries' policies until the World War II and the geopolitical developments during and after the Cold War.

POL 251 - Political Sociology (Prerequisite: POL 101)

This course deals with the study of the socio-political issues and concepts, the

relationships between the state and the community, classes and political elites, the role of social institutions in the process of political decision-making and public opinion trends and factors affecting it, in addition to the study of social movements, political parties, lobbies, interests, political culture in the community, political socialization, bureaucratic and political ideology.

POL 252 - Political Development (Prerequisite: POL 101)

This course studies the issues of political development and modernization, in addition to the theories, dimensions and tools of political development and modernization. The course deals with everything related to the reality of political development in the developing world, the frameworks of democracy, political culture, political participation and institution-building in the state in addition to further topics related to the subject of the course.

POL 312 - Modern and Contemporary Political Thought (Prerequisite: POL 211)

This course deals with the evolution of political thought from the Renaissance age and the Reformation in Europe to the present time.

The course focuses on the study of social and political environment that contributes to the elaboration of the main ideas of the intellectuals of the modern and contemporary era, as well as the study of the main ideas of some Arab and Muslim intellectuals in the modern and contemporary era.



POL 313 - Political Theory (Prerequisite: POL 101)

This course deals with the models and theories that have been presented to understand and analyze the world of politics (national and international). It presents models, theories (behavioral and post-behavioral, structural, systemic functional and systemic communication) and the analysis tools.

POL 323 - Gulf Political Systems (Prerequisite: POL 101)

This course studies the political structures of the political system in the Gulf Cooperation Council (GCC) and focuses on the various authorities of the regime, its political institutions, and the environment of the political systems, the political decision-making, and the relationship between the public authorities.

The course tackles the legislative and regulatory processes in the political systems of the Gulf, furthermore, the course tackles the aspects of democratic change, development experiences and political reform. Furthermore, the course investigates the transformations of Gulf unity.

POL 324 - Arab Political Systems (Prerequisite: POL 101)

This course studies the historical, social and political frames of the Arab political systems. Furthermore, the course discusses the aspects of agreement and disagreement, the characteristics of the Arab political systems, the political and historical changes and the legitimacy and orientations of each system.

The course studies and analyzes a number of Arab political systems and tackles the scientific characteristics and criteria of the classification of the Arab political systems and the research methods in Arab political systems, in addition to the study of political parties, political groups and the map of elites in Arab political systems.

POL 342 - Comparative Foreign Policy (Prerequisite: POL 131)

This course includes the definition of Comparative foreign policy and research

methods in this field and identifies the internal and external factors and determinants that affect the foreign policy-making.

The practical side of the course includes a comparative study of the foreign policies of the countries especially major powers towards some of the main issues in the international politics as restoring and building the international system and its institutions, the international Security, the environment, and human rights, in addition to a comparative study of foreign policy of the major international powers at the stages of the Cold War and post- cold War including the foreign policies of the United States, Russia, China, Japan, Germany and India, in addition to the Foreign policies of some other emerging powers.

POL 343 - Diplomacy in Theory and Practice (Prerequisite: POL 141)

The course deals with the study of the institutes of preparing diplomatic cadres, the art of diplomatic language, and the concept and functions of the diplomatic corps.

This course deals with the study of the arms of Foreign Relations of the state from both theoretical and practical aspects and investigates the following topics: the president of state, Prime Minister, Foreign Minister, others Minister, the Parliament, the leadership of the General Intelligence, permanent diplomatic missions and special diplomatic missions.

It also deals with the international conferences diplomacy and international organizations diplomacy, and then some diplomatic types such as: direct diplomacy, summit diplomacy, events diplomacy and secret diplomacy.

POL 361 - Approaches of Political Science (Prerequisite: BA 303)

The course deals with the study of the methods and approaches that are commonly used in political science through understanding the methods, tools and different concepts in political science in addition to the most important methods of political analysis.

This course tackles the theoretical bases of the field researches which are concerned with measuring and understanding the views and positions of individuals and groups. It also focuses on the development of abilities to use modern teaching techniques and how to write scientific researches.

This course is essential subject maid serves all other courses in the major and qualifies the students to prepare graduation research, writing reports and scientific research in his/her field after graduation.

POL 362 - Internship (Prerequisite: 90 Credit Hours)

This course aims at providing trainees (students) with practical experiences and processes. The adopted method of distribution is to governmental and non-governmental institutions that are relevant to the field of political science and diplomacy in order to strengthen the trainees' practical abilities during the practical work in the field.

POL 434 - Theories of the International Relations (Prerequisite: POL 131)

This course deals with the theoretical frameworks and concepts related to the international relations in the various stages of the evolution of the international system.

It focuses on the scientific theory of the international community through distinguishing between the traditional thought and the modern theories and by studying the relevant schools of thoughts and their various theories.

POL 435 - Contemporary International Issues (Prerequisite: POL 131)

The course tackles the process of monitoring a number of issues that represent the changes in the international political reality and other issues as the international war on terror, the issues of disarmament and nonproliferation, human rights issues, humanitarian and military intervention, the issues of poverty, environment and development in developing countries, the issues of water and energy, the issues of armed conflict and global financial crises.

The concept "contemporary" refers to the period which extends beyond the end of the Cold War and its implications in addition to the globalization and the events of 11th of September.

POL 444 - Bahrain Foreign Policy (Prerequisite: POL 131)

The aim of this course is to study and analyze Bahrain foreign policy based on the scientific methodology which requires the student familiarity with some science concepts related to the subject and the methodology used in this area. After that we apply this methodology on the foreign policy of the Kingdom of Bahrain, then study and analyze the environment of Bahrain foreign policy.

The course identifies the determinants of Bahrain foreign policy and the process and tools of creating it. Then the course tackles some related issues and the regional and international role of Bahrain foreign policy and determines the criteria of evaluating and foreseeing the future.

POL 445 - Readings in Diplomacy (E) (Prerequisite: POL 343 + ENG 102)

The course deals with the origins of diplomacy and the evolution of its issues, concepts and terminology as a sub discipline of the International relations. It deals also with the broad lines of diplomacy: objectives and means, as well as, its institutions in ancient, medieval, and modern eras.

POL 463 - Readings in Politics (E) (Prerequisite: ENG 102)

This course handles the international political term by studying and explaining the political concepts and the way they are used by presenting the update concepts of national policy and international politics.

POL 464 - Applied Research in Political Science (Prerequisite: POL362)

This course seeks to enable the student to use the curriculum and research methods in studying issues related to political science, and therefore it enables the student to

collect, divide and analyze data in order to achieve scientific findings on the targeted topics. The course aims at raising the level of efficiency of research for students and opens horizons in front of them. It has a mix of the two: theory and practice, so as to contribute to enriching the educational process in the field of political science.

POL 465 - Ethics in Politics (Prerequisite: POL 101)

The course covers the concept of ethics in relation to the concept of politics and behaviors stemming from the political system of values and the relationship between ethics and social values and political behavior.

The course also deals with the study of the relationship between ethics and politics and the politics approaches of morality, immorality and moderate.

The course tackles the institutional dimension of the moral values in political practice, such as civil society institutions as human rights organizations, institutions of democracy, and the application of social justice.

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

POL 246 - Neighboring Countries of the Arab World (Prerequisite: POL 131)

This course deals with the external orientations of neighboring countries toward the Arab countries. Furthermore, the course dissects the policies of the neighboring countries toward the Arab countries, and vice versa, and how the countries deal with the main issues: such as national security, border problems, water crisis, minorities, development and international trade.

POL 326 - Electoral Systems (Prerequisite: POL 221)

This course deals with the studying and analyzing the electoral systems through studying the concepts and terminology related to the systems of voting, the foundations and the methods of election, preliminary procedures of the elections and the objectives, the types and forms of different voting systems. Also, the course tackles the most

important electoral systems and their characteristics; the course includes studying the practical models of modern and contemporary electoral systems.

POL 353 - Political Parties (Prerequisite: POL 251)

This course aims to introduce the concept of the party, its inception, and the kinds of parties and investigates different parties systems: a one-party, bilateral party and multiparty system and the nature of the relationship between the parties and democracy. Furthermore, the course studies the scientific attempts to develop a general theory to describe the phenomenon of parties.

In addition, the course seeks to tackle the relationship between the political parties and civil society organizations, and the role of political parties in the Democratic Transition.

POL 366 - Special Topics in Political Science (Prerequisite: None)

This course deals with the study of the most important political issues in the twenty-first century and tackles the issues of sustainable development, national security, and human security.

This course also tackles the topics of political marketing, media and political transformations. Furthermore, the course seeks to tackle, from the scientific and realistic perspective, the issues of multiculturalism, political stability, immigration, asylum, migration and poverty.

This course also seeks to tackle the issue of women's empowerment and knowledge-based society from a political perspective.

POL 414 - Contemporary Political Ideologies (Prerequisite: POL 312)

This course deals with a number of issues about the ideology: concept, features, functions, and the nature of the state ideology, the criteria of classifying ideologies, ideas and political role in the communities and evaluating the political use of ideology. The course also tackles a number of contemporary ideologies as liberalism, socialism, communism, fascism, nationalism, etc. and their major pioneers.

POL 436 - International Crisis Management (Prerequisite: POL 131)

This course defines the concept and the management of international crisis and the related concepts. Furthermore, the course investigates the international crises in the light of political contemporary developments whether at international system or the interactions between the influential forces in the framework of international relations keeping in mind the contemporary international crises and their classification. Also, the course discusses the methods of managing and evaluating the international crises and trying to predict the future for the existing international crises that may rise in the next stage.

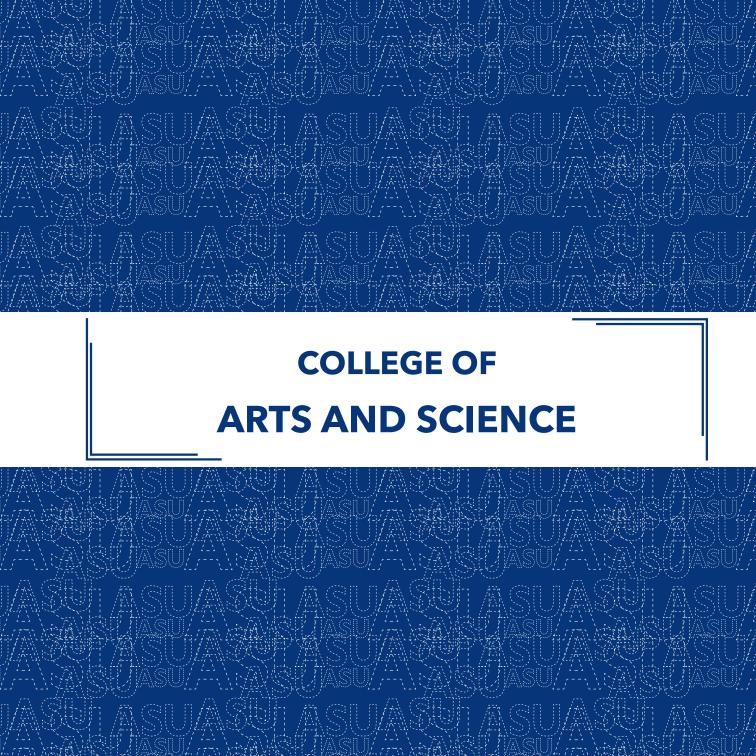
POL 467 - Strategic Studies (Prerequisite: POL 101)

This course deals with the concepts and meanings of strategy from theoretical and practical aspects. Also, the course discusses different strategic theories and reviews, the types of strategy, methods of strategic analysis and multiple security concepts. The course focuses on the strategic planning of the issues of national unity, media, public opinion, development, national security and international politics and discussing case studies.





BACHELOR DEGREES



COLLEGE OF ARTS & SCIENCE

College Compulsory Requirements (For Department of Design andArts only)

List of 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	<u>-</u>	3
DAD122	History of Islamic Art	DAD121	3
DAD221	History of Modern and Contemporary Art	DAD122	3

Course Descriptions:

DAD 111 - Introduction to Drawing (Prerequisite: None)

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.

DAD 112 - Principles of Architectural Drawings (Prerequisite: None)

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.

DAD 121 - History of Ancient and Medieval Art (Prerequisite: None)

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.

DAD 122 - History of Islamic Art (Prerequisite: DAD 121)

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.

DAD 221 - History of Modern and Contemporary Art (Prerequisite: DAD 122)

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.





College Elective Requirements (For Department of Design and Arts only)

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

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

Course Descriptions:

DAD 211 - Graphic Presentation Techniques (Prerequisite: DAD 231)

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.

DAD 322 - Industry and Art (Prerequisite: None)

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.).

DAD 221 - Artistic Criticism (Prerequisite: DAD 221)

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.

DAD 324 - Design Psychology and Sociology (Prerequisite: None)

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.

College Compulsory Requirements (For Department of Computer Science only)

List of Courses

Course Code	Course Title	Pre-requisite	Credit Hour
CS111	Structured Programming	CS104	3
CS121	Discrete Mathematics	-	3
CS152	Digital Logic	-	3
CS201	Computer Skills	ENG111	3
CS204	Computer Ethics	CS104	3
CS212	Object Oriented Programming	CS111	3
MAT101	Mathematics	-	3

Course Descriptions:

CS 111 - Structured Programming (Pre-requisite: CS 104)

The student is introduced to the step-by-step problem-solving capability and the need for a well-thought-out plan before programming begins. The student practices problem-solving techniques and illustrates these techniques by writing numerous, short, simple programs. Actual programming language is used to introduce the student to the basic logic structures of sequence, selection and iteration, in a modular, top-down, event-driven programming environment. This is an introductory course to computer programming and assumes no previous programming experience.

CS 121 - Discrete Mathematics (Pre-requisite: None)

This course will enable the students to analyze the problems related to Mathematical structures using the basic principles of Discrete Mathematics. This course includes: sets, Mathematical induction, recursion formula, binary relation, trees of graph theory.

CS 152 - Digital Logic (Pre-requisite: None)

This course focuses on the electronic Circuit design; switches are used as elementary units for designing Digital control systems. They include: numbering system, binary system, Boolean algebra, Logic gates, functions of their simplification, sequential circuit, registers, counters & memory, Data transfer Description, Digital set, basic structure of microcomputers.

root case study, a business view of contracts, IPR and copyright, IPR and patents, computer misuse and the law, data protection, the act and its implications.

CS 201 - Computer Skills (Pre-requisite: ENG 11)

Students will learn today's communication realities, the negative impact of poor communication, and the challenges facing every organization in today's world. Two critical communication components are addressed, aiming at building effective communication skills. Also, the student will study the related event to the communication.

CS 204 - Computer Ethics (Pre-requisite: CS 104)

This course cover the following topics: Introduction to the module, Problems of ethics decision-making, Professional Societies and their codes of conduct and practice, Professional Behavior, Discussion of case studies: Describing steps to resolve the current situation, preparing policies and strategies to prevent recurrence. Introduction to the crawling eye case study, formal laws do not make for ethics, Graduate careers in 21st century, building the foundations to future career success, concurrent engineering, group working and distributed enterprises, the law and contracts, safety critical systems and legal liability, introduction to killer.

CS 212 - Object Oriented Programming I (Pre-requisite: CS 111)

This course provides a solid base in software engineering. Students will study object-Oriented Programming with C++ as the language. The student will develop a sound understanding of the fundamental concepts of Object-Oriented Modeling. Solid theoretical foundation, mastery of the notation, and Object-Oriented analysis and design principles are taught. This course will provide students with realistic application of O.O development using a variety of problem domains.

MAT 101 - Mathematics (Pre-requisite: None)

This course will let the student be familiar with the various types of functions and be able to solve and sketch the functions. It will also increase the student's ability and skills in mathematics, Principles of set theory, Union, Intersection, Complement of a set, Rules of set theory, Inequalities, Double inequalities, Distance formula, Slope and Line equation, Parallel and perpendicular lines, Simultaneous equations, Functions, Graph of functions, Domain and range, Exponential functions, Matrices, Derivation.



DEPARTMENT OF DESIGN & ARTS BACHELOR IN GRAPHIC DESIGN

STUDY PLAN

Year 1

	First Semester				
Course	Course Title	Course Title Pre-requisite		Cred	dit Hour
Code	Course little		Т	Р	Cr
DAD121	History of Ancient & Middle Art	-	3	0	3
DAD111	Introduction to Drawing	-	0	6	3
DAD123	Colours Theory & Technique	<u>-</u>	1	4	3
DAD112	Principles of Architectural Drawing		1	4	3
ENG101	English Language (1)	<u>-</u>	3	0	3
CS104	Computer Skills	-	1	4	3
	Total				18

	Second Semester				
Course	Carrier Title	Due we annie it e		dit Hour	
Code	Course Title	Pre-requisite	Т	Р	Cr
DAD122	History of Islamic Arts	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
	Total				18

Year 2

Third Semester					
Course	Course Title	Due ve evileite		Crec	lit Hour
Code	Course rittle	Pre-requisite	Т	Р	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
-	University Compulsory	-	-	-	3
	Total				18

Fourth Semester					
Course	Course Title	Pre-requisite	Credit Hour		
Code	Course Title	Fre-requisite	Т	Р	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	ourse Course Title Pre-requisite		Cred	lit Hour	
Code	Course little	Pre-requisite	Т	Р	Cr
GRD331	Illustration Drawing (1)	GRD211	1	4	3
GRD332	Graphic Design (3)	GRD232	1	4	3
GRD341	Printing Techniques	GRD231	2	2	3
GRD314	Computer Graphic (3)	GRD212	1	4	3
-	University Compulsory	-	-	-	3
-	College Elective	-	-	-	3
	Total				18

	Sixth Semester				
Course	Causea Tible			Credit Hou	
Code	Course Title	Pre-requisite	Т	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 & Specifications Management	GRD341	3	0	3
GRD312	3D Computer Graphic Design	GRD212	2	2	3
-	University Compulsory	-	-	-	3
	Total				18

Year 4

	Seventh Semester				
Course	Course Title Pre-requisite		Crec	lit Hour	
Code			Т	Р	Cr
GRD432	Graduation Project (1)	GRD333	3	0	3
GRD431	Graphic Design (5)	GRD333	1	4	3
GRD436	Websites Design	GRD333	1	4	3
-	Programme Elective	<u>-</u>	-	_	3
GRD343	Internship	90 credit hours	-	_	3
	Total				15

Eighth Semester					
Course Code Course Title Pre	Course Title	Pre-requisite	Credit I		lit Hour
	1 re-requisite	Т	Р	Cr	
GRD433	Graduation Project (2)	GRD432	0	8	4
GRD434	Illustration Drawing (2)	GRD331	1	4	3
GRD441	Ethics & Practice of the Profession	GRD342	3	0	3
-	Programme Elective	-	-	-	3
	Total				13

Course Descriptions

Programme Compulsory Courses:

DAD 123 - Colours Theory & Techniques (Prerequisite: None)

This course deals with the theories of color, color properties and its origin. Further, the course studies the various kinds of colors, 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.

GRD 114 - Drawing and Painting (1) (Prerequisite: DAD 111)

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

GRD 115 - Computer Graphic (1) (Prerequisite: CS 104)

This course helps and trains students to design by using the computer technique "Pit Map" and its supported programs, particularly "Photoshop". This course also includes image processing, additions, mixing and installation, preparing images for the use of printing and color separation.

GRD 211 -Drawing and Painting (2) (Prerequisite: GRD 114)

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

GRD 212 - Computer Graphic (2) (Prerequisite: GRD 115)

This course helps and trains students to design by using the computer technique "Vector" in addition to using three-dimensional drawings, perspective, coloring and converting images from Bit map to Vector.

GRD 214 - Arabic Calligraphy (Prerequisite: None)

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

DAD 273- Photography (Prerequisite: None)

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

GRD 222 - History of Graphic Design (Prerequisite: GRD 231)

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.

GRD 231 - Graphic Design (1) (Prerequisite: DAD 131)

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

GRD 232 - Graphic Design (1) (Prerequisite: GRD 231)

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 correspondence papers, visiting cards, envelopes, designing signs as well as logos of companies and institutions.

GRD 233 - Typography (Prerequisite: GRD 231)

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

GRD 312 - 3D Computer Graphic Design (Prerequisite: GRD 212)

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, color and siding tools, enabling the designer to transform his ideas into virtual reality and presents graphical productions in the best and clearest possible picture.

GRD 313 - Marketing and Design (Prerequisite: GRD 332)

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.

GRD 314 - Computer Graphic (3) (Prerequisite: GRD 212)

This course studies various layout programs. It trains students on layout programs especially "In Design" program, and also designing and preparing the division of pages and columns, inserting images and editing them.

GRD 331 - Illustration Drawing (1) (Prerequisite: GRD 211)

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

GRD 332 - Graphic Design (3) (Prerequisite: GRD 232)

This course studies the art of poster, 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.

GRD 333 - Graphic Design (4) (Prerequisite: GRD 332)

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, catalogs, books, encyclopedias and cover designs.

GRD 335 - Multimedia (Prerequisite: GRD 212)

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

GRD 341 - Printing Techniques (Prerequisite: GRD 231)

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

GRD 342 -Design and Specifications Management (Prerequisite: GRD 341)

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.

GRD 343 - Internship (Prerequisite: 90 credit hours)

This course is of a practical nature. It aims to prepare the student to carry out the assignments after graduation in the field of interior design showing knowledge of the theoretical and practical skills acquired from the courses in their program study plan.

GRD 431 - Graphic Design (5) (Prerequisite: GRD 332)

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.

GRD 432 - Graduation Project (1) (Prerequisite: GRD 333)

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 business made through advertising and paper work carried out and their position in relation to competitors.

GRD 433 - Graduation Project (2) (Prerequisite: GRD 432)

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.

GRD 434 - Illustration Drawings (2) (Prerequisite: GRD 331)

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.

GRD 436 - Websites Design (Prerequisite: GRD 333)

This course deals with the types of web pages, programming languages found in the 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 programs, 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.

GRD 441 -Ethics and Practice of the Profession (Prerequisite: GRD 342)

This course discusses professional ethics and the responsibilities and responsibilities of the interior 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 interior design in the Kingdom of Bahrain.

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

IND 113 - Perspective (Prerequisite: DAD 112)

This course deals with "perspective" as one of the primary ways to express ideas of the interior designer, delivering them to others and achieve successful 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.

GRD 116 - Artistic anatomy (Prerequisite: DAD 111)

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.

GRD 334 - Animation Design (Prerequisite: GRD 331)

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, coloring and digital moving.

GRD 336 - Outdoor Designs (Prerequisite: GRD 332)

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

GRD 337 - Design Processes (Prerequisite: GRD 332)

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.

GRD 435 - Calligraphy and Design (Prerequisite: GRD 233)

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

BACHELOR IN INTERIOR DESIGN

STUDY PLAN

Year 1

First Semester					
Course	urse Course Title Pre-requisite		lit Hour		
Code	Course Title	Pre-requisite	Т	Р	Cr
DAD121	History of Ancient & Middle Art	-	3	-	3
DAD111	Introduction to Drawing		-	6	3
DAD112	Principles of Architectural Drawing		1	4	3
DAD131	Principles of Form & Design	-	1	4	3
CS104	Computer Skills		-	-	3
ENG101	English Language (1)	-	-	-	3
	Total				18

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

Year 2

	Third Semester					
Course	Course Title	Pro requisite	Credit Hour			
Code		Pre-requisite	Т	Р	Cr	
IND231	Interior Design (1)	IND132	1	4	3	
IND211	Auto CAD1	DAD112	2	2	3	
IND241	Interior Structures & Construction (1)	IND132	2	2	3	
DAD221	History of Modern and Contemporary Art	DAD122	3	-	3	
-	College Elective	IND132	-	-	3	
HBH105	Bahrain Civilization & History	_	3	-	3	
	Total				18	

	Fourth Semester					
Course	Course Title	Due we enviole	Credit Hour			
Code		Pre-requisite	Т	Р	Cr	
IND232	Interior Design (2)	IND231	3	1	4	
IND212	Auto CAD2	IND211	2	2	3	
IND242	Interior Structures & Construction (2)	IND241	2	2	3	
IND243	Interior Materials & Finishes	IND241	2	2	3	
IND233	Design Processes	IND231	3	-	3	
LFS102	Thinking & Communication Skills Develop- ment	-	-	-	3	
Total					19	

Year 3

	Fifth Semester					
Course	Course Title	Pre-requisite	Credit Hour			
Code	Course ritte	1101044115110	Т	P	Cr	
IND331	Interior Design (3)	IND232	1	4	3	
IND311	CAD3	IND212	2	2	3	
IND341	Lighting & Acoustics Techniques	IND232	3	-	3	
IND342	Building Services	IND242	3	_	3	
IND222	Furniture Design	IND232	2	2	3	
	University Elective	-	3	-	3	
IND363	Internship	90 credit hours	-	-	3	
	Total				21	

Sixth Semester					
Course		Dro roguisito		Cred	it Hour
Code	Course Title	Pre-requisite	Т	Р	Cr
IND332	Interior Design (4)	IND331	1	4	3
IND343	Sustainability in Design	IND331	2	2	3
IND361	Construction Projects Management	IND243	3	-	3
IND321	History of Interior Design	IND232	3	-	3
<u>-</u>	College Elective	-	-	-	3
-	Programme Elective	-	-	-	3
	Total				18

Year 4

	Seventh Semester					
Course	Course Title	Pre-requisite	Credit Hour			
Code		Tre requisite	Т	Р	Cr	
IND431	Interior Design (5)	IND332	2	4	4	
IND432	Graduation Project (Programming)	IND332	3	-	3	
IND451	Code	IND361	3	-	3	
-	University Elective	-	-	-	3	
-	Programme Elective		-	-	3	
	Total				16	

Eighth Semester						
Course	Course Title	Pre-requisite	Credit Hour			
Code	Course ritte	rie-iequisite	Т	P	Cr	
IND433	Graduation Project	IND432	2	6	5	
IND462	Ethics & Practice of the Profession	IND361	3	-	3	
-	College Elective		-	-	3	
HR106	Human Rights	-	-	-	3	
	Total				14	



Course Descriptions

Programme Compulsory Courses:

DAD 123 - Colours Theory & Techniques (Pre-requisite: None)

This course identifies the theories of color, its properties and its origin, and the study of the various kinds of colors, 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.

DAD 131 - Principle of Form & Design (Pre-requisite: None)

This course includes the study of the basic concepts and principles in 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.

IND 113 -Perspective (Pre-requisite: DAD 112)

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.

IND 132 - Design and Human Factors (Pre-requisite: DAD 131)

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.

IND 211 - Auto CAD1 (Pre-requisite: DAD 112)

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

IND 212 - Auto CAD2 (Pre-requisite: IND 211)

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

IND 231 - Interior Design (1) (Pre-requisite: IND 132)

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 blocs, three-dimensional objects, and ways to place them in the interior space and find structural, functional and aesthetic solutions to simplify complex projects.

IND 232 - Interior Design (2) (Pre-requisite: IND 231)

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.

IND 233 - Design Processes (Pre-requisite: IND 231)

This course covers the approaches to access design through a group of procedures that achieve the transference from the current state to a fantasized 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.

IND 241 - Interior Structures & Constructions (1) (Pre-requisite: IND 132)

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.

IND 242 - Interior Structures & Constructions (2) (Pre-requisite: IND 241)

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.

IND 243 - Interior Materials and Finishes (Pre-requisite: IND 241)

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.

IND 311 - CAD3 (Pre-requisite: IND 212)

This course covers the basic skills of the specialization in relation to the use of the 3D graphic software (3DMAX). It acts as the first phase of learning this program. 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.

IND 321 - History of Interior Design (Pre-requisite: IND 232)

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.

IND 331 - Interior Design (3) (Pre-requisite: IND 232)

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.

IND 332 - Interior Design (4) (Pre-requisite: IND 331)

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

IND 222- Furniture Design (Pre-requisite: IND 232)

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.

IND 341 - Lighting and Acoustics Techniques (Pre-requisite: IND 232)

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.

IND 342 - Building Services (Pre-requisite: IND 242)

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.

IND 343 - Sustainability in Design (Pre-requisite: IND 331)

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.

IND 361 - Construction Projects Management (Pre-requisite: IND 243)

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.

IND 363 - Internship (Pre-requisite: 90 credit hours)

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.

IND 431 - Interior Design (5) (Pre-requisite: IND 332)

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.

IND 432 - Graduation Project (Programming) (Pre-requisite: IND 332)

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.

IND 433 - Graduation Project (Pre-requisite: IND 432)

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.

IND 451 - Code (Pre-requisite: IND 361)

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.

IND 462 - Ethics and Practice of the Profession (Pre-requisite: IND 361)

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.

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

IND300 - Special Topics in Design (Pre-requisite: Department Approval)

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.

IND 312 - CAD4 (Pre-requisite: IND 311)

This course deals with developing the student's skills in using three-dimensional graphic programs (3DMAX). This course acts as the second phase to learning this program. 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.

IND 334 - Interior Plantations and Courtyard Design (Pre-requisite: IND 331)

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.

IND 421 - Bahraini Experiences in Interior Design (Pre-requisite: IND 331)

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.

IND 422 - Rehabilitation of Historic Buildings (Pre-requisite: IND 242)

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.



DEPARTMENT OF COMPUTER SCIENCE BACHELOR IN COMPUTER SCIENCE

STUDY PLAN

Year 1

	First Semester					
Course	Course Title	Dro voguisito	Credit Hour			
Code	Course little	Pre-requisite	Т	P	Cr	
CS104	Computer Skills	-	1	4	3	
CS121	Discrete Mathematics	-	3	-	3	
ENG111	Upper Intermediate English	<u>-</u>	3	-	3	
HBH105	Bahrain Civilization and History		3	-	3	
ARB101	Arabic Language	-	3	-	3	
HR106	Human Rights	-	3	-	3	
	Total				18	

	Second Semester					
Course		Due ve avieite	Credit Hour			
Code	Course Title	Pre-requisite	Т	P	Cr	
PHY101	Introduction to Physics	-	3	-	3	
MAT101	Mathematics	<u>-</u>	3	-	3	
CS111	Structured Programming	CS104	2	2	3	
CS152	Digital Logic	-	3	-	3	
ENG112	Advanced English	ENG111	3	-	3	
LFS102	Thinking & Communication Skills Development	-	3	-	3	
	Total					

Year 2

Third Semester						
Course	Course Title	Pre-requisite	Credit Hour			
Code	Course ritte	rie-iequisite	Т	Р	Cr	
CS214	Data Structures & Algorithms	CS111	2	2	3	
CS201	Communication Skills	ENG111	3	-	3	
CS251	Microcomputers & Assembly Language	CS152	2	2	3	
MAT201	Mathematics (2)	MATH101	3	-	3	
STA201	Probability & Statistics	-	3	-	3	
CS204	Computer Ethics	CS104	3	_	3	
	Total				18	

	Fourth Semester					
Course	Course Title	Pre-requisite	Credit Hour			
Code	Course ritte	rie-requisite	Т	Р	Cr	
CS212	Object Oriented Programming (1)	CS111	2	2	3	
CS252	Computer Architecture	CS251	3	-	3	
MAT202	Linear Algebra	MATH201	3	-	3	
-	University Elective	-	-	-	3	
SRM201	Scientific Research Methods	STA201	-	-	3	
Total					15	

Year 3

	Fifth Semester					
Course	Course Title	Community Description		Crec	lit Hour	
Code	e Course ritle Fre-requisite	Pre-requisite	Т	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	
-	Programme Elective	-	3	-	3	
	Total				18	

	Sixth Semester				
Course	Course Title Pre-requisite	B		Crec	lit Hour
Code		Pre-requisite	Т	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
CS371	Computational Theory	CS214	3		3
_	Programme Elective		-	-	3
	Total				18

Year 4

	Seventh Semester				
Course	Course Title	Duo vo avvioito		Crec	lit Hour
Code	Course ritte	Pre-requisite	Т	Р	Cr
CS463	Mobile Computing	CS361	2	2	3
CS434	Databases Development	CS336	1	4	3
-	Programme Elective	-	-	-	3
CS431	Software Engineering (2)	CS333	2	2	3
CS462	Ciphering & Computer Security	CS361	3	-	3
CS481	Computer Graphics Algorithms	CS311	2	2	3
	Total				18

	Eighth Seme	ster				
Course	Course This	Course Title	Pre-requisite		Credi	t Hour
Code	Course ritte	rie-iequisite	Т	Р	Cr	
CS43212	Graduation Project	90 credit hours	-	6	3	
CS433	Internship	90 credit hours	-	-	3	
	Programme Elective	<u>-</u>	-	-	3	
-	University Elective	-	-	-	3	
	Total				12	

Course Descriptions

Programme Compulsory Courses:

CS 051 - Introduction to Computer Science (Pre-requisite: None)

This course will discuss the basic concepts of a computer system and its peripherals. It also focuses on the new technology in computer communication such as computer networks and internet.

CS 011 - Introduction to Programming (Pre-requisite: None)

Fundamental Concepts of programming, problem solving, logical thinking, Analysis frameworks, programmer frameworks, flowchart and algorithm, testing, programming Languages types, system analysis and design framework.

CS 020 - Introduction to Computer Mathematic (Pre-requisite: None)

An introduction to set theory, sets, functions, relations, graph theory, automata theory, formal languages and algorithmic analysis.

CS 214 - Data Structures & Algorithm I (Pre-requisite: CS 214)

Students will study the basic data structures, Arrays, linked list, Queue, Stack, Tree, graph, file, record, structured. Also, students will create complete programs in structured programming using the above data structures.

CS 251 - Microcomputers & Assembly Languages (Pre-requisite: CS 152)

This course provides the students with the opportunity to explore the organization of micro computer systems, how to program & microprocessor. Microprocessor architecture and its addressing modes will be discussed through this course. The student will be able to differentiate between different types of instructions, such as, data transfer, logic and arithmetic and program central using Assembly language.

CS 252 - Computer Architecture (Pre-requisite: CS 251)

The purpose of this course is to give the student an introduction to logic design, logic circuits which are used to build digital systems such as digital computer of control system, it also defines the organization of a computer, instruction & its addressing types, its architecture & also defines other computer peripherals and the way of connecting them all together.

CS 311 -Algorithms Design and Analysis (Pre-requisite: CS 214)

The course introduces the student to algorithm design & analysis, calculating the algorithm complexity. Using the big-O-notation. The course is designed to let the student experience algorithm in sorting and searching techniques.

CS 313 - Visual Programming (Pre-requisite: CS 212)

The student is introduced to programming in the windows environment using this powerful technique as a tool for program development. Students will write business applications to illustrate the features of the technique. Students will cover the window environment, events, objects, properties, methods, program design, logic design, data arrays, control arrays, data manipulation, subroutines, input/output, and data structures. Visual Basic Language will be used in practice.

CS 333 - Software Engineering I (Pre-requisite: CS 335)

This course provides the student with knowledge and skills of software engineering concepts, software process evolution, software engineering practice, a generic view of process, process models, a agile view of process, requirements engineering, system, modeling, creating an architectural design, user interface design, testing strategies.

CS 335 - Information Systems Analysis (Pre-requisite: CS 212)

This course addresses the following topics, systems concepts, basic types of computer-based systems, roles of system analyst, techniques used in the analysis process,

explore other methodologies such as XP programming, prototyping, and object-oriented. CASE tool will also be introduced.

CS 336 - Database Systems (Pre-requisite: CS 335)

The student is introduced to traditional files problems, data base systems, DBMS, Database system evolution, architecture, database types, data modeling, entity, attributes, relationship, and relationship degree.

CS 341 - Artificial Intelligence (Pre-requisite: CS 251)

This course will introduce the basic concept of artificial intelligence and its application, it will concentrate on many topics such as problem space, the search method, information representation, ways of logical decisions, automatic problem solving. It will also present the uses of artificial intelligence in many aspects such as computer vision, natural language processing, expert systems, management plans for automatic learning.

CS 351 - Operating Systems (Pre-requisite: CS 252)

This course will give a general vision about operating systems and their evolution over the last decades. It also focuses on the main components of an operating system; it will describe the functions of operating systems which include (processor management, time sharing, failure, memory management strategy, I/P & O/P management, file systems, and case studies in operating systems.

CS 361 - Data Communications & Comp. Networks (Pre-requisite: CS 351)

The purpose of this course is to introduce the student to the principles of transmission and its standards, and protocols. It also includes media transport data, different architectures for building networks, studying the internet protocols and mobile protocols as well as protecting the networks.

CS 371 - Computational Theory (Pre-requisite: CS 214)

The student will study the basic mathematical concepts, finite & infinite states machines. Context free and context sensitive grammar, computational complexity, organized expression, turning machine, Minsky theory.

CS 385 - Web Based Software Development I (Pre-requisite: CS 212)

This course is designed to give an Introduction to internet and www, and a general view about internet paging research, problems of the internet, showing different kinds of photos, information retrieval files, storing voice and image files in the internet pages. JAVA script, dynamic HTML, will also be covered in this course.

CS 431 - Software Engineering II (Pre-requisite: CS 431)

This course cover the following topics, web engineering, analysis of web application, design of web application, testing, software project management, metrics, estimation, project scheduling, risk management, quality management, change management, formal methods cleanroom software engineering, component-based development and reengineering.

CS 432 - Graduation Project (Pre-requisite: 90 Credit Hours)

After completing 100 hours of study the student will start a scientific research by agreement with the department. One of the faculty members will supervise him/ her and will evaluate student performance in studying all the theoretical and analysis sides of the research problem, giving the priority to the practical side of the project, by the end of this work, the student will give a printed research with what he did at the end of the semester. Then a committee should be formed from the department to discuss the research with the student and evaluate his work.

CS 433 - Internship (Pre-requisite: 90 Credit Hours)

After the completion of 90 credit hours, the student will attend practical training in his field, in a selected company related to his/ her specialization.

CS 434 - Database Systems II (Pre-requisite: CS 336)

The course covers the following topics: data models, database design methodologies likes, normalization, entity relationship diagram (ERD), extended entity relationship diagram (EERD), and Object oriented database design (OODBD). Also the student will learn the Unified Modeling language (UML), how to carry out design optimization, mapping design model constructs to relations, and schema definition using SQL DDL.

CS 462 - Ciphering & Computer Security (Pre-requisite: CS 361)

The student will study an introduction to computer security, threats & ways for protection, ciphering algorithms, public & private keys algorithms, authentication, network security firewalls, internet security, etc.

CS 463 - Mobile Computing (Pre-requisite: CS 361)

This course covers abstractions and implementation techniques for the design of Mobile computing. Topics include: server design, network programming, naming, storage systems, security, and fault tolerance.

CS 481 - Computer Graphics Algorithms (Pre-requisite: CS 481)

The student is introduced to the principles of two & three dimensional graph algorithms. It gives a comprehensive study on computer graph application, basic graph element & their characteristic, translation algorithms for two dimensional objects, principles of graph animation, graphical user interface, interacting I/P three dimensional object principles, case studies.

MAT 201 - Mathematics II (Pre-requisite: MAT 101)

In this course the student will able to solve problems with definite integrations and the application of definite integrations such as Areas, Volumes, Length of curve. Differential equation and mathematical modeling will also be discussed throughout this course. The student will understand L'Hopital's role, Improper integrals and Partial fraction infinity series such as Power, Taylor, and series will be introduced for the student.

MAT 202 - Linear Algebra (Pre-requisite: MAT 201)

This course covers the following topics: principles of matrix theory, systems of equations, matrix algebra, eigenvalues, vector spaces, determinants, positive definite matrices and similarity.

MTA 099 - Introduction to Mathematic and Statistics (Pre-requisite: None)

Number, basic rule of algebra, properties of negation, fractions, zero, and equality. Exponents and radicals, properties of exponents polynomials, operations with polynomials, factoring, fractional expression, linear equations, solving linear equation, quadratic equations, solving quadratic equations, equalities, functions and graphs. Presentation and description of statistical data, measures of central tendency and dispersion, probability, random variables.

PHY 101 - Introduction to Physics (Pre-requisite: None)

This course focuses on the principles of moments and pressure, forces, motion, Newton's laws, moments, pressure the student understand the electrons, photons, resistance, voltage and power. In this course student will learn, DC circuits, and how to analyze it by different methods, such as kirchhoff's law, Norton and Thevinin theorems.

SRM 201 - Scientific Research Methods (Pre-requisite: STA 201)

This course covers the following topics: the theoretical and practical skills needed to structure, analyze, design, implement and write a scientific report in the field of computer science. It also discusses the principles for research methodologies and the way for analyzing the results for scientific experiments.

STA 201 - Probability and Statistics (Pre-requisite: None)

The course aims to help students grasp basic statistical techniques and concepts, and to present real-life opportunities for applying them. Presentation and description, methods of presenting data, frequency distribution, Graphic presentation, stem-and-

leaf display, forms of frequency distribution, Measures of central tendency and dispersion, arithmetic mean, arithmetic mean of raw data, arithmetic mean for grouped data, Properties, the median, median of raw data, median of grouped data, The mode, raw data mode, grouped data mode, the geometric mean, Quartiles, deciles, percentiles, integrative range, relation between measure of tendency and dispersion, Range, mean deviation from the mean, variance and standard deviation, Coefficient of variation, standardized scores, stem and leaf, Simple linear regression and correlation coefficient, coefficient of rank correlation, simple linear regression, Probability and random variable, set theory, Sample space and event, Probability and its meaning, Random variable and probability distribution, probability distribution for discrete random variables, Probability density functions for continuous random variable, the expected value, binomial experiment.

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

CS 253 - Systems Software (Pre-requisite: CS 251)

The student will study the designing & implementation of several operating software (such as Assembler, Loader, Linker, Compilers, etc.) He will also be introduced to the relation between computer architecture and designing the functions of these software. It also explains many ways of designing this software, & implements them for comparison purposes with other systems.

CS 314 - Object Oriented Programming II (Pre-requisite: CS 212)

The purpose of this course is to enhance the student skills in O.O program design and implementation by fallowing a consistent methodology. The course covers the following topics, data structures and recursion, advanced techniques in Inheritance and polymorphism member function working with two objects, pointer variables with arrays and functions, and returning address from a function.

CS 342 - Data Mining (Pre-requisite: CS 336)

The Data that has relevance for managerial decisions is accumulating at an incredible rate due to a host of technological advances. Electronic data capture has become inexpensive and ubiquitous as a by-product of innovations such as the internet, ecommerce, electronic banking, point-of-sale devices, bar-code readers, and intelligent machines. Such data is often stored in data warehouses and data marts specifically intended for management decision support. Data mining is a rapidly growing field that is concerned with developing techniques to assist managers to make intelligent use of these repositories. A number of successful applications have been reported in areas such as credit rating, fraud detection, database marketing, customer relationship management, and stock market investments. The field of data mining has evolved from the disciplines of statistics and artificial intelligence.

CS 345 - Neutral Networks & Genetic Algorithms (Pre-requisite: CS 311)

Neural Networks: Introduction, Classifying patterns, Pattern association, Neural networks based on competition, Links to Artificial Intelligence. Links to Neural Networks (neuro-fuzzy modeling). Introduction to Genetic algorithms and their applications including: chromosome design, fitness function and permutation and their link to Al.

CS 383 - Multimedia Systems (Pre-requisite: CS 385)

This course covers contemporary, interactive media technology systems, focusing on types, application, and theories of application. In addition to the computer generated media, text, still graphics, and sound.

CS 384 - Special Topics in Computer Science (Pre-requisite: Department Approval)

The department offers a course covering the latest trends or technology in the computer information field based on the departments' board recommendation.

CS 386 - Web Based Software Development II (Pre-requisite: CS 385)

The course aims at developing the student abilities that he learned in the computing internet field by learning XML language and how to deal with the server aspects (Apache web, PW, ITS server). Using (MSQL, SQL, ADO, DBL) and for programming by using (ASP, NET). And also by designing integrated pages that connect the user and the server, the student will also learn programming by using (PHP).

CS 471 - Compilers Design (Pre-requisite: CS 371)

Student will study compilers design, major problems in interpretation of programming languages, compilation steps, difference between compilers and interpreters, Topdown versus bottom-up grammatical analysis, codes generation, and storage allocation strategies.

CS 482 - Image Processing (Pre-requisite: CS 481)

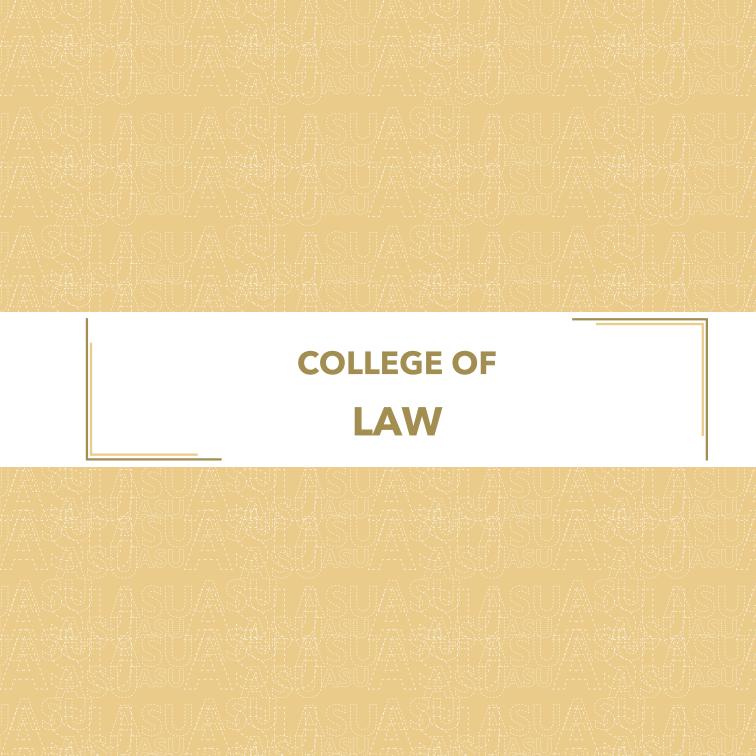
This course discusses the fundamental principles of digital image processing including: Fourier transform, discrete Fourier transform, image enhancer algorithms (i.e. smoothing filters, Gaussian filters and Sobel filter). It also covers discontinuity detection, similarity and region detection.

OR 301 - Operations Research (Pre-requisite: STA 201)

Linear programming applications of the dual solution and sensitivity analysis ,The problem of duplicity and its application in the allocation of limited resources, employment of manpower production , planning and the optimum use of resources, Markov chains and processes, The transportation and assignment problems, Network models, Process of Evaluation and Review Technique (PERT),Inventory models, Input and output analysis.



BACHELOR DEGREES





College Compulsory Requirements

List of Courses

Course Code	Course Title	Pre-requisite	Credit Hour
LAW111	Introduction to Law	-	3
LAW121	Principles of Commercial Law	ENG101	3
LAW131	Criminology & Punishment	-	3
LAW141	Administrative Law (1)	LAW111	3
LAW151	Constitutional Law (1)	LAW111	3
LAW161	Public International Law	-	3
LAW201	Methods of Scientific and Legal Research	-	3

Course Descriptions

LAW 111 - Introduction to Law (Prerequisite: None)

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.

LAW 121 - Principles of Commercial Law (E) (Prerequisite: ENG 101)

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.

LAW 131 - Criminology and Punishment (Prerequisite: None)

This course means to study the crime, the criminal, 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.

LAW 141 - Administrative Law (1) (Prerequisite: LAW 111)

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.

LAW 151 - Constitutional Law (1) (Prerequisite: LAW 111)

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.

LAW 161 - Public International Law (E) (Prerequisite: None)

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.

LAW 201 - Methods of Scientific and Legal Research (Prerequisite: None)

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.



DEPARTMENT OF PUBLIC LAW & DEPARTMENT OF PRIVATE LAW

BACHELOR IN LAW

STUDY PLAN

Year 1

	First Semester		
Course Code	Course Title	Pre-requisite	Credit Hour
LAW111	Introduction to Law	<u>-</u>	3
LAW181	Introduction to Islamic Law	<u>-</u>	3
ENG101	English Language (1)	-	3
CS104	Computer Skills	-	3
HR106	Human Rights	-	3
	Total		15

	Second Semester	,	
Course Code	Course Title	Pre-requisite	Credit Hour
LAW112	Sources of Obligation	LAW111	3
LAW141	Administrative 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	Constitutional Law (1)	LAW111	3
LAW281	Law of Personal Status	LAW181	3
LFS102	Thinking and Communication Skills Development	-	3
LAW132	Public Penal Law	LAW151	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	-	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		
LAW413	Practical Applications in Private Law	LAW432	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	Bahrain Civilization & History	-	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
LAW432	Practical Applications in Public Law	LAW413	3
LAW401	Internship	credit 90 hours	3
Total			15

Course Descriptions

Programme Compulsory Courses:

LAW 112 - Sources of Obligation (Prerequisite: LAW 111)

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. Then it 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. Then it 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.

LAW 132 - Public Penal Law (Prerequisite: LAW 151)

This course shows the definition and objectives of the penal law and its development, then 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.

LAW 181 - Introduction to Islamic Law (Prerequisite: None)

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.

LAW 210 - Rules of Obligation (Prerequisite: LAW 112)

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.

LAW 212 - Nominated Contracts (Sale & Rent) (Prerequisite: LAW 210)

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 and 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.

LAW 220 - Commercial Companies and Bankruptcy Law (Prerequisite: LAW 121)

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).

LAW 231 - Private Penal Law - Part (1) (Prerequisite: LAW 132)

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.

LAW 232 - Private Penal Law - Part (2) (Prerequisite: LAW 231)

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.

LAW 241 - Administrative Law (2) (Prerequisite: LAW 141)

This course includes the study of administrative decisions in terms of their definition, elements, standards that distinguished 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 and 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 then the cases of employment termination as well as the public funds in terms of what they are, their characteristics, their use and protection.

LAW 251 - Constitutional Law (2) (Prerequisite: LAW 151)

This course contains the definition of the state and its elements, characteristics and theories that explain the sovereignty of the state, and 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.

LAW 281 - Law of Personal Status (Prerequisite: LAW 181)

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 the married couple and its aforementioned provisions.

LAW 282 - Inheritances, Wills and Waquf (Prerequisite: LAW 281)

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.

LAW 311 - Labor Law and Social Securities (Prerequisite: LAW 210)

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).

LAW 313 - Private International Law (Prerequisite: LAW 212)

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.

LAW 321 - Commercial Papers (Prerequisite: LAW 212)

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 the 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.

LAW 341 - Administrative Judicial System (Prerequisite: LAW 241)

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.

LAW 351 - Judicial Constitution (Prerequisite: LAW 251)

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.

LAW 371 - Public Finance & Taxation (Prerequisite: LAW 241)

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 def-

inition 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 of Bahrain and related legislations.

LAW 372 - Statics for Legal Professionals (Prerequisite: None)

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.

LAW 381 - Fundamentals of Islamic Jurisprudence (Prerequisite: LAW 282)

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.

LAW 401 - Internship (Prerequisite: LAW 90 credit hours)

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.

LAW 410 - Compulsory Execution and Evidence (Prerequisite: LAW 413)

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.

LAW 411 - Insurance Contracts and Guarantee (Prerequisite: LAW 212)

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 form 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 (Prerequisite: LAW 413)

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.

LAW 414 - Real and Subordinate Rights (Prerequisite: LAW 414)

The curriculum of this course includes two parts:

Part I: It involves the study of indigenous rights in rem, it is 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.

LAW 415 - Practical Applications in Private Law (Prerequisite: LAW 413)

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.

LAW 431 - Procedure of Criminal Law (Prerequisite: LAW 232)

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.

LAW 432 - Practical Applications in Public Law (Prerequisite: LAW 413)

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.

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

LAW 171 - Principles of Economics (Prerequisite: LAW 413)

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, the definition of the concept of money and banking in terms of its development and functions.

LAW 213 - History of Law (Prerequisite: None)

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.

LAW 222 - Maritime Law (Prerequisite: LAW 121)

This course is concerned with the study of maritime law in terms of its emergence, its theme and its 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.

LAW 261 - International Organizations (E) (Prerequisite: LAW 161)

The course deals with 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.

LAW 262 - Humanitarian International Law (Prerequisite: None)

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.

LAW 271 - Political Economics (Prerequisite: None)

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.

LAW 312 - Intellectual Ownership (Prerequisite: LAW 210)

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 then 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 then 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.).

LAW 322 - Law of Competitions and Prevention of Monopolistic Practices (Prerequisite: LAW 121)

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.

LAW 323 - International Trade Law (E) (Prerequisite: LAW 121)

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.

LAW 330 - Economic and Electronic Crimes (Prerequisite: LAW 232)

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.

LAW 331 - National Security Crimes (Prerequisite: LAW 132)

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.

LAW 342 - Law of Nationality and Aliens Status (Prerequisite: LAW 313)

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, 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.

LAW 421 - Law of Banking Institutions and Banking Operations (Prerequisite: LAW 121)

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.

LAW 422 - Arbitration in Civil and Trade Cases (Prerequisite: LAW 413)

This course contains the study of the arbitration system in terms of its definition, its types, and its 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 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.

LAW 423 - Law of Energy and Petroleum Contracts (Prerequisite: LAW 212)

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.

LAW 424 - Commercial Electronic Law (Prerequisite: LAW 212)

This course deals with the study of the Electronic Transactions Act of Bahrain No. 28 of

2002, through the study of what is e-commerce, what is e-contracts 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.

LAW 433 - Forensic Medicine (Prerequisite: LAW 231)

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.







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: The 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 this regulation, 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: The Credit Hour

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

2/3: The Academic Year

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

2/4: The 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: The 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: The 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: The 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: The 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: The 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: The Compulsory Courses (The 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: The Prerequisites

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

2/12: The Academic load

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

2/13: The Study Plan

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

2/14: Attendance

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

2/15: The 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: The 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: The 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: The 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: The 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: The Academic Transcript

It is a copy of the student's academic report received by him/her 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 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 incase 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's Degree.

Article (4):

Upon the suggestions of the academic departments and the colleges' council, 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 Bachelor's Degree in each programme:

4/1	College of Administrative Sciences	
4/1/1	Bachelor in Accounting	(135 credit hours)
4/1/2	Bachelor in Business Administration	(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 & Sciences	
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: The 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
ARB101	Arabic Language	3
ENG101	English Language (1)	3
ENG102	English Language (2)	
CS104	Computer Skills	3
HBH105	Bahrain Civilization & History	
LFS102	Thinking & Communication Skills Development	
HR106	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
	ISL101	Islamic Culture	3
Group I	ISL103	Islam and Current Issues	3
	ISL102	Ethics in Islam	3
	SOC101	Introduction to Sociology	3
	MAN101	Man and Environment	3
Group II	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 Sciences	credit hours 24
College of Arts and Sciences	credit hours 21
College of Law	credit hours 24

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 **ENG111** 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 **ENG112** 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 re-
If passed in at least	Year	Year	Year	quired for Graduation
College of Administrative Sciences	35	68	101	135
College of Law	33	66	99	135
College of Arts & Sciences	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 doesn't 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's Degree in any programme with a regular load is four academic years.

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

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

Article (11): Study Load

The minimum number of the 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 calculate within the minimum period to attain the degree. A student is allowed to register extra hours at a rate that doesn't 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 this regulation.

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 exceeded 15% of the total hours of the course; to the Head of the Department in order to take the 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 Admission 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 would apply here. The Dean of the College informs the Deanship of Admission 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 admission 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 Admission 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): The 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: The 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 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 coordination 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: The 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: The 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 Admission and Registration.

22/4: The Deanship of Admission 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
% 100 - 90	Excellent	А
% 89 - 80	Very Good	В
% 79 - 70	Good	С
% 69 - 60	Satisfactory	D
% 59 - 50	Poor	Е
% Below 50	Fail	F

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

Grades	Assessment
100% - 92	Excellent with Honor List
less than 92% - 84	Excellent
less than 84% - 76	Very Good
less than 76% - 68	Good
less than 68% - 60	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 to 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 Admission 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 Admission 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): The 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 Admission 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 (with considering the orientation programme)

32/3: A student who did not registered 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's 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 Admission and Registration, will determine the academic plan fit for a student who lost his/her seat, taking into account the academic and scientific aspects of the graduates.

33/4: The 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 Admission and Registration, in accordance to established models.

34/4: A Transfer Acceptance Committee is formed consisting of the Dean of Admission 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 student

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: For 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 Admission 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 Admission 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 is 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 (**1/3rd**) 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 Admission 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% (1/3rd) 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 Admission 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 academic department and the academic advisor are responsible to follow-up the academic status of the students in co-ordination with the Deanship of Admission 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 mistake, via the collaboration of the Deanship of Admission 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 not 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's 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:

47/1: Bachelor Degree Tuition Fees

- BHD 90/- 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 30/- Fees to attend an incomplete exam (only with approved excuse according to the regulations of the university).
- 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 a 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 Admission and Registration every semester.

47/3/3: With the consideration of all articles stipulated in the Regulations of attaining a Bachelor's 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 Admission 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 Admission 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 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 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 this regulation

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 this regulation

The University Council has the right to change the articles of this regulation 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.

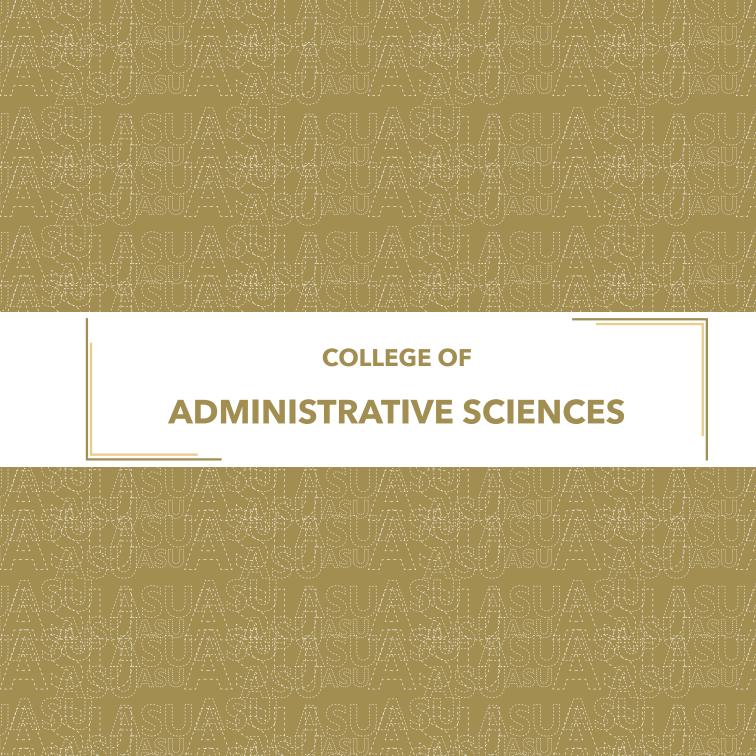
Article (50): Implementation of the provisions of this regulation

The President of the University, the Vice-Presidents, the Deans and the Dean of Admission and Registration are responsible to implement the provisions of these instructions.





MASTER DEGREES



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
Total		24

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 611 - Managerial Accounting (Prerequisite: None)

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

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

BA 601 - Scientific Research and Statistical Analysis (Prerequisite: None)

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

BA 611 - Marketing Management (Prerequisite: None)

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?

BA 621 - Corporate Finance (Prerequisite: None)

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 631 - Human Resource Management (Prerequisite: None)

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

BA 641 - Operations Management and Decisions (Prerequisite: None)

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

BA 664 - Strategic Management (Prerequisite: None)

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

MIS 611 - Management Information Systems (Prerequisite: None)

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



Programme Elective Courses:

BA 645 - Total Quality Management (Prerequisite: None)

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.

BA 646 - Managerial Economics (Prerequisite: None)

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

BA 652 - Organizational Design and Behavior (Prerequisite: None)

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.

BA 653 - Business Ethics (Prerequisite: None)

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 can ethics be applied in day-to-day business?: good governance, corporate ethics, investors rights, privileges, problems and protection, handmaid of ethics, corporate social responsibility, the ethics of consumer protection, environmental ethics, role of various agencies in ensuring ethics in corporations.

BA 655 - Organizational Change (Prerequisite: None)

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.

BA 662 - International Business (Prerequisite: None)

This course provides an in depth knowledge of international business in today's competitive global environment. The course focuses on the international business arena and its complexity based on the interplay of firms, nations and international institutions. This involves exposure of students to macro-perspectives issues where cultural, legal, political, financial and economic environments affecting international business are covered. On the other hand, micro-perspectives issues are enabling the student to identify, analyze, and execute strategies of firms that operate in the international

business environment. Students of this course will develop a sound understanding of the phenomenon of globalization in relation to international business.

BA 663 - Innovations and Entrepreneurship (Prerequisite: None)

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.

BA 691 - Special Topics in Management (Prerequisite: None)

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.

Dissertation:

BA 699 - Dissertation (Prerequisite: None)

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.

MASTER IN HUMAN RESOURCE MANAGEMENT

Programme Compulsory Courses

Course Code	Course Title	Credit Hour
BA601	Scientific Research and Statistical Analysis	3
HR631	Labor Law and Legislations in Bahrain	3
HR633	Human Resource Planning and Staffing	3
HR635	Employment Relations and Practices	3
HR637	International Human Resource Management	3
HR638	The Management of Incentives and Compensations of Human Resource	3
HR644	Strategic Human Resource Management	3
BA654	Leadership and Organizational Behavior	3
Total		24

Programme Elective Courses (2 Courses/ 6 Credit Hours to be chosen)

Course Code	Course Title	Credit Hour
HR639	Training and Developing Human Resource	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	3

Dissertation

Course Code	Course Title	Credit Hour
HR699	Dissertation	6

Course Descriptions

Programme Compulsory Courses:

BA 601 - Scientific Research and Statistical Analysis (Pre-requisite: None)

Business research is crucial in building graduate capabilities in conducting sound and reliable research. This course addresses selective topics such as research philosophies, problem definition identification, how to build research objectives, hypotheses in a sound research'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.

BA 654 - Leadership and Organizational Behavior (Pre-requisite: None)

This course is designed to expose HRM Master Students to theoretical and practical perspectives of leadership and organizational behavior. The course is intended to provide students with critical thinking on variety of leadership styles and human behavioral patterns. This encompasses micro level (interpersonal and small group) and macro level (inter-organizational) interactions. This Master level course examines the advanced topics, models, and contemporary research on leadership and organizational behavior. Such as: leaders and innovation, group and team dynamics, organization culture and organizational diversity.

HR 631 - Labor Law and Legislations in Bahrain (Pre-requisite: None)

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

HR 633 - Human Resource Planning and Staffing (Pre-requisite: None)

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

HR 635 - Employment Relations and Practices (Pre-requisite: None)

The course introduces students to the main topics of Employment Relations (ER) in organizations. It is designed to present the issues and concerns of the major actors in the employment relation: the employer, the employee, the government and unions. The course will examine topics such as organizational environment, culture & 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.

HR 637 - International Human Resource Management (Pre-requisite: None)

The course is designed to expose master students to a comprehensive examination

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

HR 638 - The Management of Incentives and Compensation of Human Resource (Pre-requisite: None)

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

HR 644 - Strategic Human Resource Management (Pre-requisite: None)

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

Programme Elective Courses:

BA 661 - Entrepreneurship (Pre-requisite: None)

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

HR 639 - Training and Developing Human Resource (Pre-requisite: None)

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

HR 640 - Civil Service Management (Pre-requisite: None)

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

HR 641 - Performance Management (Pre-requisite: None)

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

HR 642 - Career Planning (Pre-requisite: None)

The course is designed to provide master students with a comprehensive learning of the issues related to build and develop their career path in Business organizations. Through a process of a self-exploration, the student will discover his/her interests, competencies, potential capabilities, and past experiences to build on his/her professional future career. The course topics focus on career decision making, Informational Interviewing & Job Shadowing, Job Search Strategies, Researching Companies, Resume Writing, interviewing, and making plans.

HR 643 - Negotiation Management (Pre-requisite: None)

This course introduces students to fundamental concepts relevant to effective negotiation in different business and professional settings. Emphasis is placed on understanding and improving communication, conflict and negotiation management skills. The course will start 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.

HR 691 - Special topics in Human Resources management (Pre-requisite: None)

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

Dissertation:

HR 699 - Dissertation

A research supervised work based on approved topic in Human Resources Management field. This course is considered a capstone in the MHR 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.

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
Total			24

Programme Elective Courses

(2 Courses/ 6 Credit Hours to be chosen)

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

Dissertation

Course Code	Course Title	Credit Hour
ACF699	Dissertation	6

Course Descriptions

Programme Compulsory Courses:

ACF 601 - Financial Accounting & International Financial Reporting (Prerequisite: None)

This course represents an introduction to study of 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 explains 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.

ACF 611- Managerial Accounting (Prerequisite: None)

This course is an advance 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 analyses 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 - activity based cost accounting.

ACF 621 - Advance Audit (Prerequisite: ACF 601)

This course is an advance intro 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 between 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.

ACF 641 - Financial Management (Prerequisite: None)

This course covers the main introduction for financing in companies, which highlights the basic implications in defining the concepts of administration, development, and maximize 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, and financial leverage and management of funding and the cost of money.

ACF 642 - Portfolio Investments (Prerequisite: None)

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.

ACF 651 - Financial and Money Markets (Prerequisite: None)

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, 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.

ACF 661 - Scientific Research Methodology in Accounting & Finance (Prerequisite: None)

Accounting & 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.

ECO 601 - Managerial Economics (Prerequisite: None)

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.

Programme Elective Courses

ACF 602 - Accounting Theory (Prerequisite: None)

This course covers topics that are related to the accounting theory in terms of its history and its development, the philosophical framework to demonstrate essential need an accounting theory, the uses 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.

ACF 603 - Contemporary Issues in Accounting and Finance (Prerequisite: None)

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.

ACF 631 -Accounting Information Systems (Prerequisite: None)

This course provides an advance 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 and 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.

ACF 643 - International Financial Management (Prerequisite: ACF 641)

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.

ACF 654 -Islamic Banking and Finance (Prerequisite: None)

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

uses of the financial statements to evaluate the performance of Islamic banks. Finally, the course discusses the risks that face Islamic banks in addition to its role in avoiding financial crises and achieving economic progress.

BA 664 - Strategic Management (Prerequisite: None)

This course is 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/earning activities. Course contents integrate knowledge and practices to prepare students to step into strategic management and related processes in organizations.

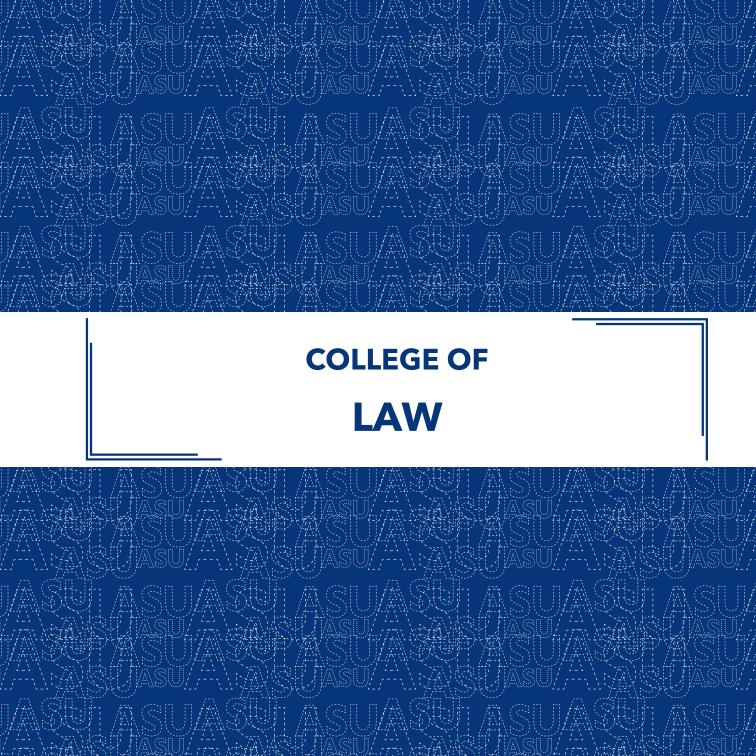
Dissertation:

ACF 699 - Dissertation (Prerequisite: None)

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.



MASTER DEGREES





MASTER IN LAW

Programme Compulsory Courses

Course Code	Course Title	Prerequisite	Credit Hour
LAW501	Scientific Research Methods	_	3
LAW511	Civil Law in Depth	-	3
LAW521	Commercial Law in Depth (E)	-	3
LAW531	Criminal Law in Depth	-	3
LAW541	Administrative Law in Depth	-	3
Total			15

Programme Elective Courses

(4 Courses/ 12 Credit Hours to be chosen from one of the following groups)

Course Code	Course Title	Prerequisite	Credit Hour
	Group 1		
LAW512	Philosophy of Law	-	3
LAW513	Interpretation of Law	_	3
LAW514	Law of Evidence in Civil & Commercial Matters in Depth	-	3
LAW515	The Fundamentals of Civil and Commercial Procedures - in depth	-	3
LAW516	Consumer Protection Law	<u>-</u>	3
LAW517	Law of Informatics (E)	<u>-</u>	3
LAW 522	Commercial, Local & International Arbitration in depth	-	3
LAW581	Jurisprudence Transactions in depth	-	3
	Group 2		
LAW532	Criminal Procedures Law in Depth		3
LAW533	Special Criminal Legislation	-	3
LAW534	Economic Crimes	-	3
LAW551	Constitutional Law & Political Systems in Depth	-	3
LAW552	Civil Rights & Freedoms (English)	-	3
LAW554	Administrative Contracts	<u>-</u>	3
LAW561	Public International Law in Depth	-	3
LAW562	Humanitarian International Law in Depth (English)	-	3

Dissertation

Course Code	Course Title	Prerequisite	Credit Hour
LAW500	Dissertation	24 credit hours	9

Course Descriptions

Programme Compulsory Courses:

LAW 501 - Scientific Research Methods (Prerequisite: None)

This course includes an overview of the legal research, its concept and methods. Its 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.

LAW511 - Civil Law in Depth (Prerequisite: None)

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, its provisions and its evidence, and the study of sale and lease contracts, agencies and contractors. The specific programme deals with the detailed and analytical study in comparing any one of the general programme topics such as: unemployment theory, civil responsibility theory and liability for loss.

LAW 521 - Commercial Law in depth (E) (Prerequisite: None)

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 a trading business, a trader, his/her obligations, commercial contracts, bankruptcy, commercial papers and bank operations. The specific programme

deals with the detailed and analytical study in comparing any one of the general programme topics such as: bankruptcy, commercial papers or bank operations.

LAW 531 - Criminal Law in depth (Prerequisite: None)

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, and 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 any one of the general programme topics such as: criminal liability or contributing to crime.

LAW541 - Administrative Law in depth (Prerequisite: None)

The curriculum of this course includes a "general" programme and a "specific" programme. The general programme addresses the general theories of administrative law, administrative organization and administrative activity in terms of what it is, centralized and decentralized administrative organization, the regulated and cubital activity, and it also includes the general means of administrative functions, administrative decisions and general funds. The specific programme deals with the detailed and analytical study in comparing any one of the general programme topics such as: general functionality, administrative contract and administrative decisions.

Programme Elective Courses:

Group 1:

LAW 512 - Philosophy of Law (Prerequisite: None)

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 its complications, as well as the idea of "right" as one of the components of the legal study in terms of its true nature, then it includes showing the relationship between the philosophy of law and its interpretation.

LAW 513 -Interpretation of Law (Prerequisite: None)

This course is interested in showing the meaning of interpretation, the elements of the legal text, showing the significance of pronunciation and the concept of the texts, and then the reasons for the interpretation of texts in terms of ambiguity, conflict and lack of texts. Then it shows the methods of verbal and strategic interpretation and knowledge of the legislation.

LAW 514 - Law of Evidence in Civil and Commercial Matters in Depth (Prerequisite: None)

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.

LAW 515 - The Fundamentals of Civil and Commercial Procedures in Depth (Prerequisite: None)

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.

LAW 516 - Consumer Protection Law (Prerequisite: None)

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.

LAW 517- Law of Informatics (E) (Prerequisite: None)

This course includes four parts. Part one is a general nausea dealing 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.

LAW 522 - Commercial, Local and International Arbitration in Depth (E) (Prerequisite: None)

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.

LAW 581 - Jurisprudence Transactions in Depth (Prerequisite: None)

This course deals with conventional and Islamic banking and finance, their importance and the basis on which these financial operations are carried out in a national and international aspect. It also deals with the accusations made towards the conventional banks due to the interest they charge – a usurious act – and the increase in the demand to deal with Islamic banks to avoid the usurious interest. It also shows the types of transactions undertaken by Islamic banks, and how to exercise legitimate control on them.

Group 2:

LAW 532 - Criminal Procedures Law in depth (Prerequisite: None)

The curriculum of this course includes a "general" programme and a "specific" programme. The general programme includes an in-depth study of the regulations of criminal procedure in its various forms, and the criminal proceedings in the stages of investigation and trial, as well as the provisions of criminal appeals. The specific programme deals with the detailed and analytical study of one of the topics of the general programme such as: the theory of criminal nullification, the theory of evidence or the theory of jurisdiction.

LAW 533 - Special Criminal Legislation (Prerequisite: None)

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 analyzes 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 other organized crimes.

LAW 534 - Economic Crimes (Prerequisite: None)

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 economic crimes contained in the Bahraini law, and an in-depth comparative study.

LAW 551 - Constitutional Law and Political Systems in Depth (Prerequisite: None)

The curriculum of this course includes a "general" programme and a "specific" programme. The general programme deals with what is "constitutional law", contemporary constitutional systems, Bahraini and international constitutional systems as one of the subjects of constitutional law. The specific programme deals with one of the topics addressed in the general programme such as constitutionality of laws.

LAW 552 -Civil Rights and Freedoms (E) (Prerequisite: None)

This course deals with the definition of rights and freedoms, their types and the historical developments for each one by knowing the rights and freedoms in Islam and how they developed in the modern era, their subdivisions by talking about the universal declamations of the human rights and the outstations of Bahrain. This course discusses the principle of equality and the guarantee of exercising rights and freedoms by talking about the equality in law; before the law, equality in exercising political rights, public services, public costs and then talking about guarantee of exercising the existence of the constitution of the state. It also covers the principle of separation between the authorities, and the principle of gradation in the legal rules, control over the constitutionality of laws and control over the administrations' work.

LAW 554 - Administrative Contracts (Prerequisite: None)

This course explains administrative contracts, their definition, types, methods of

conducting them, obligations of the contractor, management's authorities towards the contractor, contractor's right towards the management and their terminations.

LAW 561 - Public International Law in depth (Prerequisite: None)

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.

LAW 562 - Humanitarian International Law in depth (E) (Prerequisite: None)

- Provide students with a legal and important knowledge with respect to International humanitarian law, its emergence and development.
- Develop student's 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 have to 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.

Dissertation:

LAW 500 - Master Dissertation (Prerequisite: 24 credit hours)

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.



MASTER IN COMMERCIAL LAW

Programme Compulsory Courses

Course Code	Course Title	Prerequisite	Credit Hour
LAW501	Scientific Research Methods	-	3
LAW621	Commercial Companies in Depth	- 3	
LAW522	Commercial, Local & International Arbitration in Depth (E)		3
LAW622	Laws of Stock Market, Securities & Investment		3
LAW623	Law of Finance and Financial Transaction Contracts -		3
LAW624	International Trade Contracts in Depth (E)		3
Total			18

Programme Elective Courses

(3 Courses/ 9 Credit Hours to be chosen)

Course Code	Course Title	Prerequisite	Credit Hour
LAW621	Intellectual Ownership Laws in-Depth	-	3
LAW626	Illegitimate Trade Competition Law	-	3
LAW627	Maritime Law in-Depth	-	3
LAW628	Space & Aviation Law	-	
LAW629	Law of E-Commerce in-Depth -		3
LAW625	Commercial Papers in-Depth	-	3
LAW581	Jurisprudence Transactions in-Depth	-	3
LAW514	Law of Evidence in Civil & Commercial Matters in-Depth	-	3
LAW511	Civil Law in-Depth	-	3
LAW611	Alternative Means of Resolving Disputes	-	3
LAW517	Law of Informatics	-	3
LAW513	Interpretation of Law	-	3
LAW512	Philosophy of Law	-	3
LAW533	Special Criminal Legislation	-	3
LAW534	Economic Crimes	-	3
LAW620	Special Topics in Commercial Law	-	3

Dissertation

Course Code	Course Title	Prerequisite	Credit Hour
LAW600	Dissertation	24 credit hours	9

Course Descriptions

Programme Compulsory Courses:

LAW 501 - Scientific Research Methods (Prerequisite: None)

This course includes an overview of the legal research, its concept and methods. Its 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.

LAW 621 - Commercial Companies in depth (Prerequisite: None)

The curriculum of this course includes a "general" programme and a "specific" programme. The general programme deals 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 any 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.

LAW 522 - Commercial, Local and International Arbitration in Depth (E) (Prerequisite: None)

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.

LAW 622 - Laws of Stock Exchange, Securities and Investment (Prerequisite: None)

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 was 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.

LAW 623 - Law of Finance and Financial Transactions Contracts (Prerequisite: None)

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.

LAW 624 - International Trade Contracts in depth (E) (Prerequisite: None)

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.

Programme Elective Courses:

LAW 511 - Civil Law in depth (Prerequisite: None)

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, its provisions and its 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 any of the topics of the general programme, such as unemployment theory, civil responsibility theory and liability for the loss.

LAW 512 - Philosophy of Law (Prerequisite: None)

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 its complications, as well as the idea of "right" as one of the components of the legal study in terms of its true nature, then it includes showing the relationship between the philosophy of law and its interpretation.

LAW 513 - Interpretation of Law (Prerequisite: None)

This course is interested in showing the meaning of interpretation, the elements of the legal text, showing the significance of pronunciation and the concept of the texts, and then the reasons for the interpretation of texts in terms of ambiguity, conflict and lack of texts. Then it shows the methods of verbal and strategic interpretation and wisdom of the legislation.

LAW 514 - Law of Evidence in Civil and Commercial Matters in depth (Prerequisite: None)

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.

LAW 517 - Law of Informatics (E) (Prerequisite: None)

This course includes four parts. Part one is a general nausea dealing 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.

LAW 533 - Special Criminal Legislation (Prerequisite: None)

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 analyzes 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.

LAW 534 - Economic Crimes (Prerequisite: None)

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 economic crimes contained in the Bahraini law, and an in-depth comparative study.

LAW 581 - Jurisprudence Transactions in depth (Prerequisite: None)

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.

LAW 611 - Alternative Means of Resolving Disputes (E) (Prerequisite: None)

This course deals with the various alternatives which the disputants may resort to in order to 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.

LAW 612 - Intellectual Ownership Laws in depth (Prerequisite: None)

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.

LAW 620 - Special Topics in Commercial Law (Prerequisite: None)

The curriculum of this course includes the study of the latest materials in one of the commercial law topics.

LAW 625 -Commercial Papers in depth (Prerequisite: None)

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 any 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).

LAW 626 - Illegitimate Trade Competition Law in depth (Prerequisite: None)

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 soualism, capitalism and according to Islamic sharia principles. Furthermore, the course highlights the aspects of monopoly and dum-ring and there effects, identifying the tools utilized to protect law full competition against monopoly and dum-ring in national and international levels.

LAW 627 - Maritime Law in depth (Prerequisite: None)

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 any one of the general programme topics such as: maritime sales contracts, and FOB sales contracts and contracts on maritime mortgage and multimodal transport.

LAW 628 - Space and Aviation Law (Prerequisite: None)

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 any 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.

LAW 629 - Law of E-Commerce in depth (Prerequisite: None)

The curriculum of this course includes a "general" programme and a "specific" programme. The general programme includes the study of e-commerce and e-contracts, how to conclude them and methods to protect them. It also includes how to verify the e-editor and the characteristics of e-editors. The specific programme deals with the de-

tailed study and analysis on the provisions of the Bahraini Electronic Transactions Act of 2002, with the intake of laws relevant to e-commerce, such as the UNCITRAL Model Law on e-commerce, and UNCITRAL rules consolidated to electronic signatures.

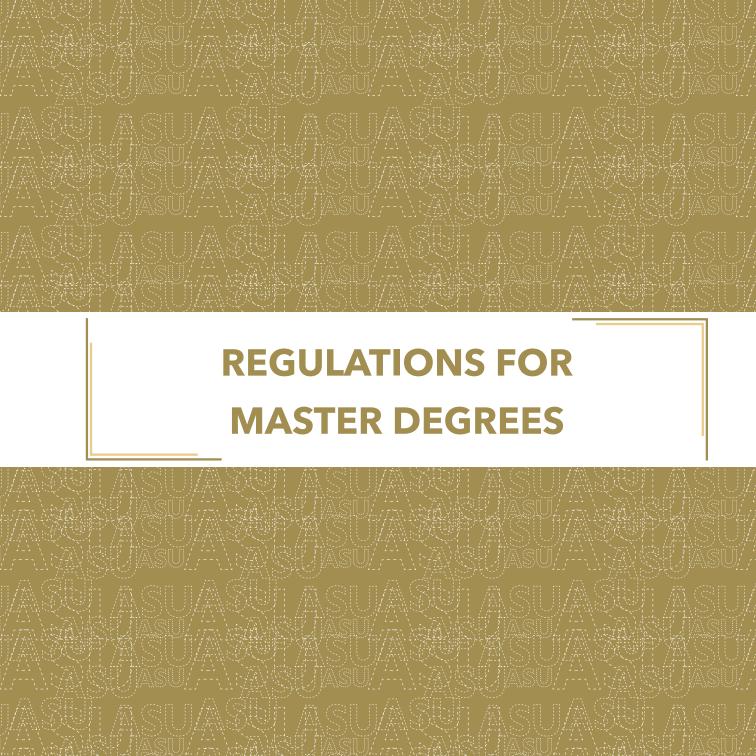
Dissertation:

LAW 600 - Master Dissertation (Prerequisite: 24 credit hours)

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.







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

This regulation list is called the Regulation system of Graduate studies at Applied Science University and applies to the three colleges of the university: College of Law, College of Administrative Sciences and the 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 this regulation list:

University : Applied Science University.

President : President of the University

University Council : Applied Science University Council.

Council : The College Council.

Dean : Dean of Research and Graduate Studies.

College : The concerned College.

The College Dean : The Dean of the concerned College.

Department : The concerned Department of the College.

College Committee : The Graduate Studies Committee within the College.

Discussion Committee : The Master's Dissertation Discussion Committee.

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 chose 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 it covers 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 determined the number of credit hours for attaining a master's 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:

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 the courses from.

Article (3): Applying the Instructions of the Regulation.

These regulations apply to all colleges of the university, and its provisions apply to all regular students that are enrolled to attain the master's degree.

Article (4): The Colleges' Disciplines

The University Council recognizes the study plans that lead students to attain the master's 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 Administration	36 Credit Hours
4/1/2	Master in Accounting and Finance	36 Credit Hours

4/1/3 Master in Human Resource 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's degree.

Article (6): Admission Requirements:

In order to admit a student into a master's programme:

The student must have a bachelor's degree or its equivalent from a university or college recognized by the Ministry of Education in the Kingdom of Bahrain.

The student must have studied his/her undergraduate degree in the same discipline of the master's 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.

The minimum GPA for a student in order to be accepted into a master's degree is at least "Good".

In case the student graduated from a specialty other than that of the master's 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.

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.

The student should pass an oral interview conducted by a committee within the scientific department.

The student should pass any tests conducted by the scientific department when needed.

The student must submit two (2) recommendation letters, one being from a faculty member from the university the student previously graduated from.

The student must have advanced experience of not less than one (1) year in the associated professional field.

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.

The student who attained a score of (450) in (TOEFEL) or (4.5) in (IELTS) is exempted.

The scientific department may add addition 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:
- High School Certificate or its equivalent.
- Bachelor's 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's 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.

1. A credit hour is equivalent to at least (14) classroom hours in a semester.

2. A credit hour is equivalent to (2) weekly practical hours in a semester.

Article (9): Study Load:

- 1. The study load for a master's student is (3-12) credit hours, where the student may add (3) credit hours for graduation purposes.
- 2. The study duration for a master's 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 Admission 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	А
80-89%	Very Good	В
70-79%	Good	С
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 1st place on Honor List
90-92%	Excellent with 2 nd place on Honor List
84-90%	Very Good with on Honor List
80-84%	Very Good
70-79%	Good

Article (11):

First: A course studies by the student that is outside the student's study plan, it 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 courses 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 pre-requisite (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 re-take 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 is 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 re-schedules 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 doesn't exceed (2) weeks from the date of the student's absents.

Article (15): Postponement, Withdrawal and Drop-out:

1. 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 Admission 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 semesters, 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 should prove the results of the student in his/her academic transcript, the result of this withdrawal should 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 semesters backto-back.

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 de-

cision from the dean of the college or the deans 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 of the concerned department or the heads of the concerned departments 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 this regulation.
- 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.
- a. If the student exceeded the duration of postponement or dismissal by two academic semesters.

b. 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 the transferred 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. But 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 Admission and Registration to implement them.

Article (20): Re-taking the 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 the 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. The 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, should 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 should 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 co-ordination with the dean of the college, should 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 qualify for it and should 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 is 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 of 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 should 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, and 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	or less 69%

- 1. The student is granted to be on the honor list if his/her GPA is 92% or higher.
- 2. The chairman of the committee announces the decision in the debate hall and in the presence of all the members.
- 3. 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.
- 4. 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 college council then raises it to the university council to issue the student's graduation.
- 5. 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 Research and Graduate Studies and Scientific Research.

Article (29): Offering the Degree:

The Master's 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 Admission and Registration are responsible in implementing the provisions of this regulation.

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 should implement what is related to them.

Article (33):

The Deanship of Research and Graduate Studies is responsible on 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's Programmes:

- BD10/-: Application Form Fee one-time and non-refundable for master's students.
- BD140/-: 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.
- BD10/-: University Card for once.
- BD10/-: University Card Replacement Fee.
- BD10/-: Academic Transcript & Graduation Certificate (for each additional copy).
- BD10/-: Review of Final Exam for each course and is refundable.
- Twice the Book's Price: Damage or loss of books borrowed by students.
- BD5/-: Issuance of Duplicate Documents.
- BD100/-: Semester Labs fees for students of computer science, interior design and graphic design. (BD50/- for summer semester labs)
- BD10/-: Application Fee for an appeal on the final exam results (one course) (nonrefundable).

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 Admission 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 for the first week of each semester and for the first three days of the summer semester, with the approval of the Deanship of Admission and Registration and the concerned college, the student is entitled to:
 - 1. Add or Drop academic courses without financial compensation if it was within

the specified period.

- 2. 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 Admission and Registration.
- 3. Drop a course(s) without financial compensation that the student previously passed in.
- 4. Drop a course(s) without financial compensation that was later equated.
- 5. 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.
- 6. 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.
- 7. 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.
- 8. As for the new students, the total withdrawal instructions issued by the university during its registration period is applied to them.

























COLLEGE OF ADMINISTRATIVE SCIENCE

Department of Business Administration

Younis, Tariq Shareef (Dean of the Administrative Sciences College)

PhD, Business Administration, Mosul University, Iraq, 2000; M.Sc., Public Administration, Liverpool University, U.K. 1983; B.Sc., Business Administration, Mosul University, Iraq, 1976.

Darwash, Saad Znad (VP for Admininstrative and Financial Affairs and Community Engagement)

PhD, Business Administration, Polytechnic of Central London, UK (1987); MSc. Insurance Management, University of Baghdad, Badhdad (1976); BSc. Business Administration, Al Hikma American University, Baghdad (1972)

Sayed, Mohamed Atteia (Head of Business Administration Department)

PhD, E. commerce, Helwan University Egypt 2008; MSc. Marketing, Helwan University, Egypt 2002; BSc. Hotel Management, Helwan University, Egypt 1991.

Hassan, Sadig Hassan

PhD. Development Administration, Charles University. Prague, Czechoslovakia, 1976; MSc. (honor) Public Administration, University of Prague, Czecholovakia 1973; BSc. (hours) Political Science Bombay University India 1969

Al-Ani, Farhan I.Dakheel (Assisstant of V.P for the Academic Affairs)

PhD, Operations Research, University If Bradford, UK 1990; MSc. Operations Research University of Granfield, UK1987; BSc Mechanical Engineering, University of Technology.

Ammen, Atheelah Yaseen Mohammed

PhD, Business Administration, Baghdad University, Iraq, 1993; MSc., Business Administration, Baghdad University, Iraq, 1982; Bachelor, Business Administration, Baghdad University, Iraq, 1978.

Al-Manaei, Salah

MBA, Executive Management, Bahrain University, 2003; HND (High National Diploma, Data Processing and Management, Institute of Management Information Systems College, UK, 1997; BSc.(Bachelor), Meteorological Science, British Royal Meteorological College 1988.

Al-Tayeb, Yasser Ahmed

PhD, Business Administration, University of Twente Netherlands, 2007; M.phil Maastrich School of Management, Netherlands, 2003; BSc. Business Administration, University Zagazig, Egypt 1996.

Arbab, Ahmed Mohamed Hamad

PhD Business Administration, Omdurman Islamic University Sudan 2007; MSc. MBA University of Wales, Unite Kingdom 1989; BSc. (Honors) Business Administration, University of Khartoum, Sudan 1983.

Alsamaray, Husssain

PhD, Wales University, Europ Business School 1996; MBA, Business Administration, Baghdad University, 1979; BSc. Business Administration, Baghdad University 1977; Advance Diploma of Accounting, South Australia Tafe 2007

Al-Deeb, Horiya Mohamed Ahmed

PhD. Total Quality Management, Al- Munufiya University, Egypt 2012; MSc. Business Administration, Benha University, Egypt 1982; BSc. Business Administration, High Polytechnic, Cairo 1977.

Osman, Sally Ali

PhD. Business Administration, University of Manchester, United Kingdom 2010; MSc. Human Resources Management Ain Shams University Egypt 2002; BSc. Business Administration, Ain Sams University Egypt 1995.

Mansour, Lotayif

PhD, International Business of Marketing University of Plymouth, UK 2003; MSc, Marketing, Cairo University 1994; BSc. Administrative, Cairo University Egypt 1986.

Department of Accounting and Finance

Alani, Haris Kareem (Head of Accounting and Financial)

PhD, Accounting, University of Hull, UK 1988; MSc. Accounting, University of San Francisco, USA1979; BSc. Accounting and Business Administration, Mustansiriya University, 1974.

Abu Al-Soud, Ghassan

Ph.D., Financial Management, The Arab Academy for Banking and Financial Sciences, Amman, Jordan, M.Sc., Banking and Financial Sciences (Financial Management), The Arab Academy for Banking and Financial Sciences, Amman, Jordan. BSc., Economic & Statistics, University of Jordan, Amman, Jordan.

Al Matarneh, Bashar

Ph.D, Financial Management J.N.V University, India 2006; MSc. Accounting, Arab Academy for Financial and Banking Science Jordan 2000; BSc. Accounting, Jarash University, Jordan 1999.

Ismail, Ragab Ibrahim

PhD, Economic Faculty of Commerce, Ain Shams University 2003, Cairo; MSc.

Economic Faculty of Commerce, Ain Shams University, Cairo Egypt 1997; BSc. Commerce, Faculty of Commerce, Ain Shams **University, Accounting, Cairo, Egypt 1990.**

Al-Sammarraee,Ammar Essam(Assistant of Dean of the Administrative Sciences College)

PhD, Accounting, Baghdad University, 2006. BSc. Accounting, College of Economic and Management, Baghdad University, 1990.

Al-Shareeda, Nadia Abdul-Jabbar Mohamed

MSc. Accounting, College of Business and Economics - Baghdad University, 2010, BSc. Accounting g, College of Business and Economics, Baghdad, University 1994.

Al-Alkawi, Talal Chechan

PhD, Financial Accounting, Leningrad Russia Trade Institute, 1991; MSc., Financial Accounting and Financial Reports Analysis, Danetsk, Ukraine, 1987; BSc. Accounting, Al-Mustansria University, 1982.

Almanaseerm Mousa

PhD, Banking and Finance, University of West of England UK; MSc. Finance and Banking Science, Arab Academy of Banking and Financial Sciences 2000, BSc. Accounting, Yarmouk University.

Hezbar, Addulqawi Ahmed

PhD. Accounting Information Systems, Pune University, India 2007; M.Com. Cost Accounting, Pune University, India 2004; B.com. Accounting, Sana'a University, Yemen 1995

Hiwesh, Mahir Ahmed

PhD, Economic Sciences, Universities De Droit, Economies socials sciences, Sorbone, Paris 1988; BSc. Economic Sciences, University of Bagdad, Bagdad 1972;

Joseph, Nympha Rita

PhD. Economics 2012-Chandra Mohan Tha CMJ University, India

M.com(Accounting 2013-Periyar University, India.

M.phil.Entreneurship) 2009 - Madural Kamraj University. India

M.A. Economic 1993 - Pune University, India

B.com Accounting Auditing 1991 - Pune University, India

Department of Management Information Systems

Sulaiman, Adeeb Hamdoon (Head of Business Information System)

PhD, Computer Science, University of Newcastle Upon Tyne, United Kingdom, 1984; MSc. Computer Science, University of Glasgow, Scotland, UK 1981; BSc. Electrical and Electronic Engineering and , AlRasheed College of Science and Engineering University of Iraq.

Al-Saadoon, Ghossoon M.Waleed

Ph.D Computer Science ICCI, Baghdad, Iraq, 2006, MSc. Computer Science, University of Technology, Iraq, Baghdad, 2002, Higher Diploma from University of Technology 1997, Bsc. In Computer Science from Al-Raphedeen University College, Baghdad, Iraq 1992.

Al-Hamami, Mohammad Alaa Hussain Mohammad

PhD. Computer Science, University of Technology, Baghdad Iraq 2006; MSc. Computer Science, Institute for Post Graduate Studies in Informatics Baghdad Iraq 2003; BSc. Computer Science, Al-Rafidain University College Baghdad Iraq 2000.

Hussain, Rifat Othman

MSc, MIS, Delmon University 2009; BSc Computer Engineering University of Technological Sciences Sudan 2004.

Department of Political Science

Makkawai, Bahaeldin (Head of political Science Department)

PhD, political Science, Al-Neelain University, Sudan 2002; MSc. Political science, University of Khartoum ,Sudan 1995; BSc. Political Science(Honour), University of Khartoum, Sudan, 1992.

Ismaeel, Rashed Ahmed Rashed

MSc. International Relations, University of Jordan, Amman in 2012; BSc. Politics science, University of Kuwait 2010.

Hassan, Eman Mohammed

PhD, Political Science, Faculty of Economics and Political Science, Cairo 2005 University; MSc. Political Science, Faculty of Economics and Political Science 1993, Cairo University, BSc. of Political Science, Faculty of Economics and Political Science, Cairo University1979.

Zain Alabdain, Osama Ali

PhD, Political Science, University Alneelain, Sudan, 2005; MSc. Political Science, University of Omdurman Islamic, Sudan 1990; BSc. Political Science, University of Alzaiem AlAzhari, Sudan 2005, and BSc. Arts University of Omdurman Ahlia, Sudan.

Daffalla, Khalid Mohamed

PhD, Peace & Development, Juba University 2008; MSc. African Studies-Politics 1998 International University of Africa. PGD African Studies, 1995, International University of Africa; BSc. Political Science and Sociology 1990, Lucknow University, India.

Almahasneh, Khalid Fawzi

PhD, Political Science-Theory and political thought, Cairo University, 2013; MSc. International Relations, University of Mo'ath, Jordan 2008; BSc. Political Science, Alneelain University, Sudan 2002.

Ahmed, Khaleel Ibrahim (Vice-Dean for Scientific Research and Postgraduate studies Associate Professor)

Dr.D'Etat, political Science, International Relations, France, 1984, D.E.A political science, International Relations 1979; BSc. Political science, Baghdad, Irak 1975.

COLLEGE OF ARTS AND SCIENCE

Department of Design & Arts

Mahdi, Manaf Jafer (Associate Dean)

PhD, Interior Design, Baghdad University, Iraq 1999. MA Interior Design, Baghdad University, Iraq 1989. BA Interior Design, Baghdad University, Iraq 1981.

Al-Abbar, Mohammed Yasser (Head of Design and Art Department)

PhD typography graphic department, faculty of pine art, Helwan University, Egypt 2000

MSc the letter and graphic design, advertising and photography dept., faculty of applied art, Helwan University, Egypt 1997.

B.Sc. visual communication department, faculty of fine art, Damascus University, Syria 1986.

Samy, Amr Mohammed

PhD Honors, Fine Arts, Halwan University, Egypt 2001. M.A.F Thesis Publicity and Advertising arts 1998, Associate Professor of Advertising 2008, Professor of Graphic Design 2012.

Alshaawi, Kaiss Bahnam

PhD, Packing Design, College Of Fine arts, Baghdad University, Iraq 1997. MA Design, College of Fine arts, Baghdad University, Iraq 1987. BA Design, College of Fine arts, Baghdad University, Iraq 1979.

Aljuboori, Oday Ali (Director of QA Unit)

PhD, Architecture Engineering, College of Engineering, University of Baghdad, Iraq 2005. MSc Architecture Engineering, College of Engineering, University of Mosul, Iraq 1994.

Elshenawi, Samya Ali (Manager of Training Office)

PhD, Printing, Publishing & Packaging, Faculty of Applied Arts, Helwan University, Egypt 1994.

M.Sc., Printing, Publishing & Packaging, Faculty of Applied Arts, Helwan University, Egypt, 1986.

B.Sc., Printing, Publishing & Packaging, Faculty of Applied Arts, Helwan University, Egypt 1981.

Ahmed, Wassem

PhD Collaborative Interior Design + Engineering Industrial Systems, University Lorraine/France (Case to Applications - Italia.2012

BA Interior Design, Damascus University, Master 2 Design Global-Lorraine University - France 2008

Department of Computer Science

Alsiltan, Jamal Makki (Dean of the College)

PhD, Information Hiding, Institute of Postgraduate Studies for Informatics, Iraq 2002.

Mphil, Database, Computer Studies Department, Loughborough University of Technology, UK/1981.

BSc Physics, Physics Department, Baghdad University Iraq 1971.

Al - Sultan, Saif Jamal

PhD, computer science & engineering, De Montfort University, 2013 United Kingdom2013.

BSc, computer engineering, University of technology Iraq 2004.

Al - Bayatti, Hilal Mohammed Yousif (VP for Academic Affairs and Development)

PhD Computer Security, Computer Studies Department, Loughborogh University of Technology, UK, 1986. MSc, Computer Science, University of London, UK, 1978. BSc Mathematic, Baghdad University, Iraq 1969.

Al - Juboori, Nihad Ahmed Salman (Dean of Student Affairs)

PhD, Computer Engineering, Al Nahrain University, Iraq 2005. MSc Computer Engineering, Al Nahrain University, Iraq 2000. BSc Computer Engineering, Al Nahrain University Iraq 1997.

Aswad, Musaab Zeiad (ICT & Knowledge Management Director)

Lecturer, MSc Computer Information Systems, Arab Academy for Banking and Finance Science, Jordan, 2007. BSc Computer Science, Baghdad University, Iraq 2003.

Department of General Studies

Abdul Jabbar, M.A. Musaafir

BA English language, Literature Basra University. Iraq 1974, MA Linguistics Leeds University - UK 1980.

PhD Linguistics, University of Leeds, UK 1983.

Al - Jenabi, Murad

PhD Sharia - Canomical Law of Baghdad University Iraq 2001

MA Sharia - Canomical Law of Baghdad University Iraq 1998.

BA Sharia - Canomical Law of Baghdad University Iraq 1991

Athallah, Ahmed Abdulla

PhD, Arabic Language, American University in London, 2005. MA Arabic, University of Punjab, Pakistan 1996, MA Arab and Islamic Studies, Lahore 1985. BA Arabic Literature, University of Alexandria, Egypt 1969.

Otoum, Zainab Mastafa

M.A English Language / Translation, Yarmouk University, Jordan 2012. B.A English Language and Literature, Yarmouk University, Jordan 2007.

Zamari, Rawya

PhD Sociology Science, Yarmouk University- Jordon 2008, Master Sociology Science, Yarmouk University- Jordon 2005.

BSc Lecturer, Yarmouk University- Jordon 1990.

Tumaneng, Roy

PhD in Development Education Cagayan State University 2002.

BA in Philosophy and English, University of Sarti Turras, Philippines 1992

MA in English Cagayan State University, Philippines 1998.

Elmasri, Ahmed Azzam

PhD Control of Physiological signals using Computerized signal processing System, Bradford University, UK. (1993)

MPhil Control of Physiological signals, Bradford University UK (1989).

B.Sc. Communication and Electronic Eng., Montreal University Canada (1980).

COLLEGE OF LAW

Department of Private Law

Al Mahasneh, Mohammed Y,A (Dean of the College)

PhD, Civil Law, Cairo University, Egypt, 1986; Private Law Diploma, Cairo University, Egypt, 1981, Criminal Sciences Diploma, Cairo University, Egypt, 1980; B.Sc. Law, Beirut Arab University, Lebanon, 1978.

ALalwan, Abdul Kareem Salem Ali (Head of Private Law)

PhD, Private Law, Amman Arab University, Jordan, 1996; M.Sc., Legal Studies, Research Institute and General Studies, Jordan, 2002; B.Sc. Law, University Of Jordan, Jordan, 1981.

Al Shawabkeh, Hazim Salem (Director of Training and Continuing Education)

PhD, Private Law, Ain Shams University, Egypt ,2009; M.Sc., Private Law, Mutah University, Jordan, 2005; B.Sc. Law, Isra University, Jordan, 2004.

Sanouri, Mohanad Ahmed Mohmoud (Director of Graduate Studies)

PhD, Private Law, Arab Institute for research, Egypt 2003; M.Sc., Private International Law, Arab Institute for Research, Egypt 2000, B.Sc. Law, Beirut Al Arabia University, Lebanon 1991.

Baban, Hisham Shurki Baban

PhD, Maritime Law/ Insurance, Southampton University, United Kingdom, 1980; M.Sc., Maritime Law, Southampton University, United Kingdom, 1976; B.Sc. Law, University Of Baghdad, Iraq, 1961.

AL Kasawnah, Gith Moustafa

PhD, Commercial Law, Arab Institute for research, Egypt 2006; M.Sc., Private Law, Arab Institute for Research, Egypt 2000, B.Sc. Law, Cairo University, Egypt, 1992.

Alma-aietah, Qais khaleel

PhD, Commercial Law, University Granada, Spain, 2013; M.Sc., Commercial Law, University Granada, Spain, 2012, B.Sc. Law, Mutah University, Jordan, 2006.

Alkamaisa, Mohammed Abdullhafaiz

PhD, Civil Law, Ain Shams University, Egypt, 2012; M.Sc., Civil Law, Mutah University, Jordan, 2001, B.Sc. Law, Mutah University, Jordan, 1992.

ALnwaf, Anwer Abdulwahab

M.Sc., Civil Law, Applied Science University, Bahrain, 2011, B.Sc. Law, University of Bahrain, Bahrain, 2008.

Department of Public Law

Bani-issa, Hussein Abdul - Mahdi (Assistant Dean College Of Law)

PhD, Legal Philosophy Of Science/ Specialization Criminal, Ukrainian National Academy Of Science, Kiev, 1998; M.Sc., Law, Odessa University, Ukrain, 1994, B.Sc. Law, Mutah University, Jordan, 1992.

Negm, Abdelmoez Abdulgaffar

PhD, Law, Ain Shams University, Egypt, 1976; International Law Diploma, Ain Shams University, Egypt, 1964, Public Law, Ain Shams University, Egypt, 1966, B.Sc. Law, Ain Shams University, Egypt, 1960.

Hilat, Ramzi Mahmood Naif (Head of Public Law)

PhD, Public Law/ Administrative, Amman Arab University, Jordan, 2005; M.Sc., Public Law, Lebanese University, 1996, B.Sc. Law, Beirut Arab University, Lebanon, 1981.

ALMafregy, Ihsan Hameed

PhD, Public Law, Montpellier University, France, 1974; M.Sc., Public Law, Montpellier University, France, 1969; B.Sc. Law, University Of Baghdad, Iraq, 1966.

Al Hete, Mahmood Abrahim

PhD, Origins Of Islamic Jurisprudence, University Of Baghdad, Iraq, 2002; M.Sc., Islamic Fiqh, University Of Baghdad, Iraq, 1994, B.Sc. Sharia, University Of Baghdad, Iraq, 1989.

Ajarma, Mohammed Mahmood

PhD, Constitutional Law, Research Institute and General Studies, Jordan ,2008; M.Sc., Public Law, Amman Arab University, Jordan , 2005 ,B.Sc. Law & Islamic, University Of Jordan ,Jordan,1985.

Aldalgawy, Ahmed abdelsabour Aldalgawy

PhD, Fiscal and financial legislation and economic law, Assiut University, Egypt ,2009; Diploma Islamic Sharia, Assiut University, Egypt, 2000, Diploma of Public Law, Assiut University, Egypt, 2001, B.Sc. Law, Assiut University, Egypt, 1999.

Alnagrash, Amjad Ali

PhD, Criminal Law, Arab Institute for research, Egypt 2006; M.Sc., Criminal Law, Arab Institute for Research, Egypt 2002, B.Sc. Law, University Irbid, Jordan, 1998.

University Calendar for 2013/2014

First Academic Semester 2013/2014					
From	То	Day	Activities		
01/09/2013	-	Sunday	First Working Day for Faculty Members.		
07/09/2013	14/09/2013	Sat - Sat	Guidance, Registration, Withdrawal and Addition.		
15/09/2013	-	Sunday	The Commencement of Study.		
15/09/2013	21/09/2013	Sun - Sat	Late Registration, Withdrawal & Addition of Subjects.		
14/10/2013	17/10/2013	Mon - Thu	*Eid Al Adha Al Mubarrak.		
04/11/2013	-	Monday	*Hegira New Year Holiday.		
07/11/2013	16/11/2013	Thu - Sat	Mid Exams.		
26/11/2013		Tuesday	Last Day of Withdrawal & Addition of Subjects.		
15/12/2013	-	Sun	Early Registration for the Second Semester.		
16/12/2013	17/12/2013	Mon - Tue	National Day Holiday.		
23/12/2013	05/01/2014	Mon - Sun	Final Exams.		
01/01/2014	-	Wednesday	New Year Holiday		
06/01/2014	-	Monday	Student's Leave		
	Se	cond Academi	ic Semester 2013/2014		
15/01/2014	18/01/2014	Wed - Sat	Guidance, Registration, Withdrawal & Addition of Subjects.		
19/01/2014		Sunday	The Commencement of Study.		
19/01/2014	25/01/2014	Sun - Sat	Late Registration, Withdrawal & Addition of Subjects.		
06/03/2014	15/03/2014	Thu - Sat	Mid Exams.		
16/03/2014	-	Sunday	Early Registration of Summer Semester.		
30/03/2014	-	Sunday	Last Day of Withdrawal & Addition of Subjects.		
21/04/2014	04/05/2014	Mon - Sun	Final Exams.		
01/05/2014		Thursday	Workers Day Holiday.		
05/05/2014	-	Monday	Student's Leave.		

	Summer Academic Semester 2013/2014					
14/05/2014	17/05/2014	Wed - Sat	Guidance, Registration, Withdrawal and Addition of Subjects.			
18/05/2014	-	Sunday	The Commencement of Study.			
18/05/2014	24/05/2014	Sun - Sat	Late Registration, Withdrawal & Addition of Subjects.			
15/06/2014	21/06/2014	Sun - Sat	Mid Exams.			
23/06/2014	-	Monday	The last day of Withdrawal & Addition of Subjects.			
23/06/2014		Monday	Early Registration of First Academic Semester 2014/2015.			
04/07/2014	11/07/2014	Fri - Fri	Final Exams.			
12/07/2014	-	Saturday	Students Leave.			
17/07/2014	-	Thursday	Faculty Members Leave.			
	I	First Academic	Semester 2014/2015			
01/09/2014	-	Monday	First Working Day for Faculty Members.			
06/09/2014	13/09/2014	Sat - Sat	Guidance, Registration, Withdrawal and Addition of Subjects.			
14/09/2014	-	Sunday	The Commencement of Study.			

^{*} In Pursuant to the Hegira Calendar.

University Calendar for 2014/2015

First Academic Semester 2014/2015						
From	То	Day	Activities			
31/08/2014	-	Sunday	First Working Day for Faculty Members			
02/09/2014	06/09/2014	Tue - Sat	Guidance, Registration, Withdrawal and Addition			
07/09/2014	-	Sunday	The Commencement of Study			
07/09/2014	13/09/2014	Sun - Sat	Late Registration, Withdrawal & Addition of Subjects			
04/10/2014	07/10/2014	Sat - Tue	*Eid Al Adha Al Mubarrak			
25/10/2014	-	Saturday	*Hegira New Year Holiday			
30/10/2014	08/11/2014	Thu - Sat	Mid Exams			
15/11/2014	-	Saturday	Last Day of Withdrawal & Addition of Subjects			
23/11/2014	- 1	Sunday	Early Registration for the 2 nd Semester			
14/12/2014	29/12/2014	Sun - Mon	Final Exams			
16/12/2014	17/12/2014	Tue - Wed	National Day Holiday			
30/12/2014	-	Tuesday	Student's Leave			
		Second Acade	mic Semester 2014/2015			
01/01/2015	-	Thursday	New Year Holiday			
07/01/2015	10/01/2015	Wed - Sat	Guidance, Registration, Withdrawal & Addition of Subjects			
11/01/2015	-	Sunday	The Commencement of Study			
11/01/2015	17/01/2015	Sun - Sat	Late Registration, Withdrawal & Addition of Subjects			
26/02/2015	07/03/2015	Thu - Sat	Mid Exams			
15/03/2015	-	Sunday	Early Registration of Summer Semester			
29/03/2015	-	Sunday	Last Day of Withdrawal & Addition of Subjects			
12/04/2015	25/04/2015	Sun - Sat	Final Exams			
26/04/2015	-	Sunday	Students Leave			
01/05/2015	-	Friday	Labors Day Holiday			

^{*} In Pursuant to the Hegira Calendar.



