ASU
جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

College of
Administrative Sciences
2018-2019

Table of Contents

University Vision and Mission

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.

Mission:

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

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.

Message from the Dean

Dear students,

I am pleased to welcome you to the College of Administrative Sciences at the Applied Science University.

The College of Administrative Sciences provides distinctive undergraduate and graduate programs well-suited to meet the evolving needs of the local and foreign market. Our college has highly qualified faculties from various disciplines and a state-of-the-art infrastructure that satisfies the standards of the quality and accreditation bodies.

We pride ourselves in following the latest developments and innovations in education, research, training, and community outreach. Such focus aims to equip our students with science and knowledge which are main focus in our education system. We strongly believe that students equipped with science and knowledge are the foundation of a prosperous and modern society. So, the message to our students is to gain from our well-established programmes towards a rewarded career path.

Wishing you an enjoyable learning experience at the College of Administrative Sciences.

Vision of the College

Our college is looking to be the best in the provision of programmes within the framework of quality assurance standards and excellence among its peers in the Kingdom of Bahrain and the Gulf region.

Mission of the College

The College is established to meet the needs of Bahrain community and the region for specialized and qualified cadres in administrative sciences; including business administration, accounting, finance, MIS and political sciences. The College contributes in creating opportunities to pursue graduate studies and scientific research in Master programmes within the framework of scientific thinking and practices. Also, it develops skills in decision-making in line with the requirements of modern and digital economy.

Objectives of the College

· Provide well qualified cadres within the college specialization, according to the labor market needs.

· Continuous improvement of the programmes and study plans offered by the College.

· Promotion of research and applied aspects of the programmes offered by the College.

· Enhancement of the use of methods of teaching and learning to support the development of performance at the level of academic programmes, faculty members and students.

· Utilization of the latest technology and modern learning resources.

ASU

جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

DEPARTMENT OF BUSINESS ADMINISTRATION

BACHELOR IN
BUSINESS ADMINISTRATION

Programme Leader

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Programme Details

Programme Title	Bachelor in Business Administration
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Bachelor Degree
Academic Year	2018 - 2019
Language of Study	Arabic
Mode of Study	Full Time

Aims of the Programme

· The graduate will gain a coherent understanding of the concepts and models of business management theory and practice in an ever changing competitive business world.

· The graduate will be able to generate business solutions to complex problems.

· The graduate will be prepared for a professional career through acquisition of independent learning skills and creative approaches to tasks that lead to further personal development and lifelong learning.

Programme Structure

A . Overall Structure of the Programme

Minimum Study Period   : 3 years

Maximum Study Period   : 8 years

Total Credit Hours   : 135 Credit Hours

No. of Courses   : 45 Courses

Credit Hour per Course   : 3 credit hours

The Courses are set at levels 5, 6, 7, 8 indicating progressively more advanced studies. A student cannot register in a course unless he/she has passed the pre-requisites of that course. This system of prerequisites ensures that a student taking a particular course has undertaken the necessary preparatory work. The aims and outcomes of each course contribute to the overall aims and outcomes of the programme.

Study Plan

Year 1

First Semester			
Course Code	**Course Title**	**Pre-requisite**	**Credit Hour**
BA101	Principles of Management 1	-	3
MATH101	Business Mathematics	-	3
ENG101	English Language 1	-	3
POL101	Introduction to Political Sciences	-	3
Total			12

Second Semester			
Course Code	**Course Title**	**Pre-requisite**	**Credit Hour**
CS104	Computer Skills	-	3
ENG102	English Language 2	ENG101	3
ACC101	Principles of Accounting 1	-	3
HR106	Human Rights	-	3
-	University Elective (1)	-	3
Total			15

Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA102	Principles of Management 2	BA101	3
BA161	Introduction to Entrepreneurship	-	3
ARB101	Arabic Language	-	3
HBH105	Bahrain Civilization & History	-	3
STA101	Principles of Statistics	MATH101	3
ECO104	Principles of Microeconomics	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA211	Principles of Marketing	BA101	3
FIN251	Financial Management	ACC101	3
LAW021	Principles of Commercial Law	-	3
MIS211	Management Information Systems	BA101 + CS104+ ENG102	3
ACC221	Cost Accounting	ACC101	3
-	University Elective (2)	-	3
Total			18

Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA241	Quantitative Methods in Management E	STA101 + ENG102	3
ECO105	Principles of Macroeconomics	ECO104	3
BA251	Organizational Behavior	BA102	3
BA303	Methods of Scientific Research	-	3
BA231	Human Resources Management	BA102	3
BA332	Business Communication E	BA102 + ENG102	3
Total			18

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

Year 4

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

Eighth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA454	Leadership and Group Dynamics	BA355	3
BA463	Innovation Management	BA361	3
BA421	Feasibility Studies	BA361	3
BA464	Strategic Management E	BA102+114 Credit Hours	3
BA499	Applied Research in Business	BA392	3
-	Programme Elective(2)	-	3
Total			9

B . Levels and Courses

All courses are categorized as compulsory or elective. The student should take 7 university compulsory courses, 9 college compulsory courses and 25 programme compulsory courses. Elective courses are optional and are those chosen from a list of alternatives. The student should choose 2 university elective course (6 credit hours) and 2 programme elective courses (6 credit hours) from an approved list of alternative courses.

University Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ARB101	Arabic Language	-	3
BA161	Introduction to Entrepreneurship	-	3
CS104	computer skills	-	3
HBH105	Bahrain Civilization & History	-	3
ENG101	English Language 1	-	3
ENG102	English Language 2	ENG101	3
HR106	Human Rights	-	3

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

Course Code	Course Title	Pre-requisite	Credit Hour
Group 1			
ISL101	Islamic Culture	-	3
ISL102	Islamic Ethics	-	3
ISL103	Islam & Contemporary Issues	-	3
Group2			
LIB101	Introduction to Library Science	-	3
MAN101	Man and Environment	-	3
SOC101	Introduction to Sociology	-	3
SPT101	Special Topics	-	3
CS205	Computer Applications	CS104	3
LFS 102	Thinking and Communication Skills Development	-	3

College Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ACC101	Principles of Accounting 1	-	3
BA101	Principles of Management 1	-	3
MATH101	Business Mathematics	-	3
POL101	Introduction To Political Sciences	-	3
STA101	Principles of Statistics	MATH101	3
ECO104	Principles of Microeconomics	-	3
ECO105	Principles of Macroeconomics	ECO104	3
BA211	Principles of Marketing	BA101	3
BA303	Methods of Scientific Research	-	3

Programme Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
LAW021	Principles of Commercial Law	-	3
BA102	Principles of Management 2	BA101	3
MIS211	Management Information Systems	ENG102 + BA101 + CS104	3
ACC221	Cost Accounting	ACC101	3
BA231	Human Resources Management	BA102	3
BA241	Quantitative Methods in Management E	STA101 + ENG102	3
BA251	Organizational Behavior	BA102	3
FIN251	Financial Management	ACC101	3
BA252	Organization Theory	BA251	3
ACC324	Managerial Accounting	ACC221	3
BA332	Business Communication E	BA102 + ENG102	3
BA342	Operations Management	BA102 + BA241	3
BA344	Supply Chain Management	BA342	3
BA353	Business Ethics	BA102	3
BA355	Organizational Change and Development	BA252	3
BA361	Entrepreneurship	BA211 + BA231 + FIN251	3
BA362	International Business	BA211 + BA231 + FIN251	3
BA392	Field Training	BA361 + 90 Credit Hours	3
BA415	Sales Management	BA102 + BA211	3
BA421	Feasibility Studies	BA361	3
BA443	Business Decision Making	BA241	3
BA454	Leadership and Group Dynamics	BA355	3
BA463	Innovation Management	BA361	3
BA464	Strategic Management E	BA102 + 114 Credit Hours	3
BA499	Applied Research in Business	BA392	3

Programme Elective Courses

(6 Credit Hours/ 2 Courses to be chosen)

Course Code	Course Title	Pre-requisite	Credit Hour
BA204	Knowledge Management	BA102	3
BA246	Managerial Economic	BA101 + ECO104	3
BA313	Public Relations	BA102 + BA211	3
BA314	Commercial Promotion	BA102 + BA211	3
BA333	Planning and Selecting Human Resource	BA231	3
BA445	Total Quality Management	BA342	3
BA465	E-Business	BA362 + ENG102	3
BA491	Contemporary Topics in Management	BA252	3

Programme Intended Learning Outcomes

Upon completion of the programme, the graduate will be able to:

Knowledge and Understanding	
A1	Demonstrate critical and understandings of disciplines core to the field of Business Administration, of subject specific concepts and theories and of processes related to functional areas of the field (e.g. Human Resources, Marketing, Operation Management, etc.).
A2	Demonstrate critical knowledge and understandings of the dynamic processes of management, of major current issues affecting the business context, and of strategies needed to ensure sustainability within in it including political, economic, legal, technology, social and ethical issues.

Teaching and Learning Methods:
· Lectures
· Individual/Group discussions
· Independent learning

Assessment Methods:
· Quizzes
· Written examinations
· Student feedback
· Written Tasks (homework)

Subject Specific (Practical) Skills	
B1	Use specialist level skills to apply concepts, theories and management practices to address complex situations and problems at the corporate, business, functional and operational levels of business organizations demonstrating creativity in the use of these skills where appropriate.
B2	Operate as a professional in business administration who is able to take significant responsibility for the work of others and who demonstrates particular expertise in one or more specialisms in the field.

Teaching and Learning Methods:

· Provision of multiple examples of real world situations during interactive lectures.

· Feedback on students' analysis of cases and examples.

· Use of computer teaching laboratories

· Research project / field visits to work sites

· Field Training as a compulsory course

Assessment Methods:

· Virtual cases and simulated versions of business issues

· Problem solving exercises

· Group Project (Written report and oral presentation).

· Internship report

Critical Thinking Skills	
C1	Use a range of approaches to critically analyze, evaluate and synthesize information in order to identify and address problems and issues accurately and effectively across a wide range of business domains, including management practices, accounting and financial management, operations, marketing, and strategic management.
C2	Utilize both appropriate quantitative and qualitative techniques to identify the information necessary to make informed judgments regarding the challenges and changes that will affect a business in the future constructing a reasoned, evidence supported argument in the process.

Teaching and Learning Methods:

· Presentation of ideas through diagrams, and building quantitative models

· Case studies requiring analysis and abstraction to diagnose problems and suggest solutions to problems.

· Individual / group discussions

· Bainstorming techniques and problem solving

Assessment Methods:

· Tests requiring quantitative analysis and problem solving.

· Case analysis report

· Individual/group participation in analyzing business problems

Transferable Skills	
D1	Use special skills to communicate with senior colleagues and specialists in the field of Business Administration, adapting the message to the audience and making formal presentations where appropriate.
D2	Use standard and some specialist ICT based applications to process and present the numerical and graphical data necessary to set targets and measure progress against them.

Teaching and Learning Methods:

· Interactive lectures
· Class based discussions
· Feedback on communicative performance
· Group based project.
· Coordination of presentations including the provision of feedback.

Assessment Methods:

· Formative assessment of oral communication in class.
· Written Tasks
· Oral Project Presentation
· Project Report Writing.
· Examinations

Future Careers

Business graduates are much sought after. They will be in a position to choose among a wide range of interesting and challenging careers in both public and private sectors such as sales, marketing, human resource management, financial services, running own small business, etc. In addition, many students progress to study for a higher degree.

Curriculum Mapping

PROGRAMME MAPPING (CILOs TO PILOs)										
College Compulsory Courses										
Course Code	Course Name	CILOs	Programme Outcomes							
			A1	A2	B1	B2	C1	C2	D1	D2
MATH 101	Mathematics For Business	a1	√							
		b1			√					
		c1					√			
STA101	Principles of Statistics	a1	√							
		b1			√					
		c1					√			
		d1							√	
BA303	Methods of Scientific Research	a1		√						
		b1				√				
		c1					√			
		d1							√	
		d2								√
ECO 104	Principles of Micro Economics	a1	√							
		b1			√					
		c1					√			
		c2						√		
		d1							√	
		d2								√
ECO 105	Principles of Macro Economics	a1	√							
		a2		√						
		b1			√					
		c1					√			
		c2						√		
		d1							√	
ACC101	Principles of Accounting (1)	a1	√							
		b1			√					
		c1					√			
		d1							√	
		d2								√
BA101	Principles of Management (1)	a1	√							
		a2	√							
		b1			√					
		b2				√				
		c1					√			
		d1							√	
		d2								√
BA211	Principles of Marketing	a1	√							
		b1			√					
		c1					√			
		d1							√	
		d2								√
POL101	Introduction to Political Sciences	a1	√							
		a2	√							
		b1			√					
		c1					√			
		d1							√	
		d2								√

Programme Compulsory Courses										
Course Code	Course Name	CILOs	PILOs							
			A1	A2	B1	B2	C1	C2	D1	D2
LAW021	Principles of Commercial Law	a1	√							
		b1			√					
		c1					√			
		d1							√	
		d2								√
BA102	Principles of Management (2)	a1	√							
		a2		√						
		b1			√					
		b2				√				
		c1					√			
		d1							√	
		d2								√
MIS211	Management Information Systems	a1	√							
		a2	√							
		b1			√					
		c1					√			
		d1							√	
		d2								√
ACC221	Cost Accounting	a1	√							
		b1			√					
		c1					√			
		d1							√	
		d2								√
BA231	Human Resource Management	a1	√	√						
		b1			√					
		c1					√			
		d1							√	
BA241	Quantitative Methods in Management (E)	a1	√							
		b1			√					
		c1						√		
		d1							√	
		d2								√
BA251	Organization Behavior	a1	√							
		b1			√					
		b2				√				
		c1					√			
		d1							√	
		d2								√
BA252	Organization Theory	a1		√						
		b1			√					
		c1					√			
		d1							√	
		d2								√

Code	Course	Outcome	1	2	3	4	5	6	7	8
FIN251	Financial Management	a1	√							
		a2		√						
		b1			√					
		b2				√				
		c1					√			
		c2						√		
		d1							√	
		d2								√
BA332	Business Communications (E)	a1		√						
		b1			√					
		b2				√				
		c1						√		
		d1							√	
		d2								√
ACC324	Managerial Accounting	a1		√						
		b1			√					
		c1					√			
		d1							√	
		d2								√
BA342	Operations Management	a1	√	√						
		b1			√					
		b2				√				
		c1						√		
		d1							√	
		d2								√
BA344	Supply Chain Management	a1		√						
		b1			√					
		b2				√				
		c1					√			
		d1							√	
		d2								√
BA353	Business Ethics	a1		√						
		b1			√					
		c1					√			
		d1							√	
		d2								√
BA355	Organizational Change and Development	a1		√						
		b1			√					
		c1					√			
		d1							√	
		d2								√
BA361	Entrepreneurship	a1		√						
		b1			√					
		b2				√				
		c1						√		
		d1							√	
		d2								√

Code	Course	Outcome	1	2	3	4	5	6	7	8	9
BA362	International Business	a1		√							
		b1			√						
		c1						√	√		
		d1								√	
		d2									√
BA392	Field Training	a1		√							
		b1			√						
		c1						√			
		d1								√	
		d2									√
BA415	Sales Management	a1		√							
		b1			√						
		c1						√			
		c2							√		
		d1								√	
		d2									√
BA421	Feasibility Studies	a1	√								
		a2		√							
		b1			√						
		b2					√				
		c1						√			
		d1								√	
		d2									√
BA443	Business Decision Making	a1	√	√							
		b1			√						
		b2					√				
		c1						√			
		d1								√	
		d2									√
BA454	Leadership & Group Dynamics	a1		√							
		b1			√						
		b2					√				
		c1						√			
		c2							√		
		d1								√	
		d2									√
BA463	Innovation Management	a1	√	√							
		b1			√	√					
		c1						√			
		d1								√	
		d2									√
BA464	Strategic Management (E)	a1		√							
		b1			√						
		c1						√			
		d1								√	
		d2									√
BA499	Applied Research in Business	a1		√							
		b1					√				
		c1						√			
		d1								√	
		d2									√

Code	Course		C1	C2	C3	C4	C5	C6	C7	C8	C9
	Programme Elective Courses										
BA204	Knowledge Management	a1	√								
		b1			√						
		b2				√					
		c1					√				
		d1								√	
		d2									√
BA246	Managerial Economics	a1	√								
		b1			√						
		c1					√				
		d1								√	
		d2									√
BA313	Public Relations	a1		√							
		a2		√							
		b1			√						
		b2				√					
		c1					√				
		d1								√	
		d2									√
BA314	Commercial Promotion	a1		√							
		b1			√						
		b2				√					
		c1					√				
		d1								√	
		d2									√
BA333	Planning and Selecting Human Resource	a1		√							
		b1			√						
		c1					√	√			
		d1								√	
		d2									√
BA445	Total Quality Management	a1		√							
		b1			√						
		c1					√	√			
		d1								√	
		d2									√
BA465	E-Business	a1		√							
		b1			√						
		c1					√				
		c2						√			
		d1								√	
		d2									√
BA491	Contemporary Topics in Management	a1		√							
		b1			√						
		c1					√	√			
		d1								√	
		d2									√

Course Descriptions
University Compulsory Courses

ARB 101 - Arabic Language
The course deals with issues related to Arabic grammar and literature. It studies some basic linguistic issues in the vocabulary, morphology, syntax and semantics of Arabic. It also covers stylistic and literary features through analyzing and discussing certain selected texts from the Holy Quran and other literary masterpieces.
(Pre-requisite: None)

BA 161 – Introduction to Entrepreneurship
This course aims at studying the concept and explaining the elements of entrepreneurship giving the students the required knowledge and skills to turn ideas into applied projects, according to the rules of company establishment code. Moreover, the student will gain the needed skills for entrepreneurs such as planning, organizing, marketing and financing through a bundle of local, regional and international case studies in entrepreneurship.
(Pre-requisite: None)

CS 104 - Computer Skills
The course covers the following topics: basic concepts of information technology, using computers to manage files: word processing, spreadsheets, presentations and databases.
(Pre-requisite: None)

HBH 105 - History and Civilization of Bahrain
The course deals with the history of Bahrain from 1500 until 1800. It studies the stages of the Portuguese invasion of this part of the world and the international power struggle that erupted after the invasion. It also deals with the rule of Al-Utuub Tribe of Bahrain and the reign of Al Khalifa thereafter.
(Pre-requisite: None)

ENG 101 - English 1
The course is a required university course for all bachelor students whose medium of instruction is Arabic. It is designed to meet the needs of general and everyday English skills and is integrative to basic language skills. The course concentrates on the grammatical structures of simple English sentences and the vocabulary students need in their studies to follow lectures and to read references.
(Pre-requisite: None)

ENG 102 - English 2
The course is a required university course for all bachelor students whose medium of instruction is Arabic. It is a continuation of ENG101 and is integrative to the four language skills in the frame of general English. The course takes students from pre-intermediate to upper-intermediate level and provides practice for English language structures and communication skills. Students develop and present their own ideas through the practice of in reading, writing, listening and speaking skills needed to communicate in both professional and personal situations.
(Pre-requisite: ENG 102)

HR 106 - Human Rights

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

 (Pre-requisite: None)

University Elective Courses
ISL 101 - Islamic Culture

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

(Pre-requisite: None)

ISL 102 - Islamic Ethics

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

(Pre-requisite: None)

ISL 103 - Islam and Contemporary Issues

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

 (Pre-requisite: None)

LIB 101 - Introduction to Library Sciences

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

 (Pre-requisite: None)

MAN 101 - Man and Environment

The course deals with issues related to the relationship between human beings and the environment they live in focusing on the environment of university students. It draws the students' attention to the importance of environment and the necessity to take care of it.

(Pre-requisite: None)

SOC 101 - Introduction to Sociology

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

(Pre-requisite: None)

SPT 101 - Special Topics

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

(Pre-requisite: None)

CS 205 - Computer Applications

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

(Pre-requisite: CS 104)

LFS102 - Thinking and Communication Skills Development

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

(Pre-requisite: None)

College Compulsory Courses
ACC101 - Principles of Accounting 1

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

Prerequisites: None

BA 101 - Principles of Management 1

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

(Pre-requisite: None)

MATH 101 – Business Mathematics

This course focuses on business mathematics topics such as set theory, distance formula, line equations, matrices, integration and derivation. During this course, the student will learn the various types of functions and be able to solve and sketch functions. The course will also increase the student's ability and skills in mathematics more generally.
(Pre-requisite: None)

POL101 - Introduction to Political Sciences

This course aims at introducing the basic concepts and terminology such as the concept of politics, political science, the relationship between political science and other humanitarian sciences, the research methods in political science and the key concepts of the political science such as the state; its concept, origin and functions.
 (Pre-requisite: None)

STA101 - Principles of Statistics

This course deals with all   aspects   of the collection,   processing,   presentation, and interpretation of measurements or observations, that is, with all of aspects of the handling of data. Thus, data constitutes the raw material we deal with statistics, and its collection is of major concern in any statistical investigation. The topics covered are concepts, tools, techniques and methods of statistics, data managing techniques, descriptive tools, and inferential statistics.
 (Pre-requisite: MATH 101)

ECO104 - Principles of Microeconomics

This course studies the methods of meeting the needs of society within limited resources, in addition to the conduct of individuals and economic institutions behavior in marketing decision-making. The course also includes consumption decisions made by individuals and production decisions made by industrial institutions.
 (Pre-requisite: None)

ECO105 - Principles of Macroeconomics

This course includes calculation and analysis of national income in various ways, it alsodeals with the economic criteria, inflation and unemployment as well as the cash effects on the economy and policies overall balances that lead to economic stability, such as fiscal and monetary policies, it also deals with the rate of economic growth and foreign trade.
(Pre-requisite: ECO 104)

BA211 - Principles of Marketing

This course focuses on the essentials of marketing, its nature and scope that are cruciallyimportant to the organization's success in a dynamic environment. The course provides a broad background on the marketing concept, the role of marketing both within the organization and the external environment, It also introduces students to basic, and some advanced, marketing tools. 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.
 (Pre-requisite: BA101)

BA303 - Methods of Scientific Research

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

(Pre-requisite: None)

Programme Compulsory Courses
LAW 021 – Principles of Commercial Law

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

(Prerequisite: None)

BA 102 – Principles of Management 2

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

(Prerequisite: BA 101)

MIS 211 – Management Information Systems

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

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

ACC 221 - Cost Accounting

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

(Pre-requisite: ACC 101)

BA 231 – Human Resources Management

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

(Prerequisite: BA 102)

BA 241 – Quantitative Methods in Management E

This course provides an introduction to the concept, theories and principles associated with and application of quantitative methods in Management. It develops the mathematical and statistical competence necessary to facilitate progression in areas such as Operation Management necessary for decision making. The course builds on concepts and analytical techniques taught in (STA 101) Principles of Statistics, developing more advanced quantitative methods, such as, Linear Programming and Sensitivity and Duality Theory, Transportation, Assignment Problems, and Network. Quantitative methods are used throughout business, government and non-profit sector of the economy. Effective participation in decision-making will enable students to, at a minimum, understand and interpret statistical reports.

(Prerequisite: STA 101 + ENG 102)

BA 251 – Organizational Behavior

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

(Prerequisite: BA 102)

FIN 251 – Financial Management

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

(Prerequisite: ACC 101)

BA 252 – Organization Theory

The course provides students with the advanced knowledge related to organizational theory that helps the student in understanding and analyzing organizations. This course examines what an organization is and how it functions, why organizations exist, and what

objectives they pursue. It also review issues related to the life cycle of organizations: how do they grow and survive. The environment in which the organization operates is another important topic. Additionally, the course includes theories and practical information about different types of organizational structures, organizational change, organizational culture and innovation within organizations.
(Prerequisite: BA 251)

ACC 324 - Managerial Accounting
This course aims at equipping students with specific competencies in decision-making and control enabling them to evaluate, select and apply various management accounting techniques - displaying integrated knowledge. The main topics covered during this course are: advanced behavioral aspects of cost; cost-volume-profit analysis; advanced concepts in integrated planning and budgeting; performance management in decentralized organizations; relevant decision making in various scenarios; price setting for internal and external purposes.
(Pre-requisite: ACC 221)

BA 332 – Business Communication E
The course introduces students to the basic concepts of written and oral business communications. This course focuses on the importance of the communication process, its objectives and types. It enables students to achieve competencies in business writing, including good and bad news business letters, memoranda, electronic mail, persuasive messages and formal reports. The course promotes student capacity to use electronic communication and technology appropriate to contemporary business functions. Additionally, it paves the way for students' own personal development as professionals in the business world.
(Prerequisite: BA 102 + ENG 102)

BA 342 – Operations Management
The course provides students with the advanced knowledge and skills necessary to transform inputs (materials, labor, capital and management) into outputs (products or services) in a manner that explores a firm's value propositions and complies with its business strategy. Topics include: location, product selection and design, capacity planning, process selection, facilities location and design, Scheduling, Aggregate Production Planning, Material Requirements Planning (MRP), and Modern Manufacturing Systems and Future Plant. The course contributes to students' development as autonomous and responsible professionals in the business environment.
 (Prerequisite: BA 102 + BA 241)

BA 344 – Supply Chain Management
The course explores the process involved in the flows of materials and information amongst firms in the manufacturing/service provision process. The flow of materials and information begins with the sourcing of raw materials and ends with the delivery of a product to end customers. This course exposes students to the efficient integration of all parties: suppliers, factories, warehouses and stores to assure the distribution of

products to customers at the right time and in the right quantity. Topics include: supplier evaluation/selection, logistics; partnering; technology; modeling; just in-time purchasing and managing risk.
(Prerequisite: BA 342)

BA 353 - Business Ethics
This course deals with the importance of ethics and its role in the business arena. Ethical dilemmas and decision-making approaches confronting all Business Organization' Stakeholders such as leaders, managers, employees, customers and the public are explored at the societal, organizational and personal levels. The major responsibility of students in this course is to make objective ethical decisions and to justify them through oral and written communication.
(Prerequisite: BA 102)

BA 355 – Organizational Change and Development
The course expose students to critical knowledge and understandings associated with organizational change and development in a dynamic and ever changing business environment. In this course, students will learn about change – its meanings – and will explore drivers for change, causes for changes related to business success or failure, and legal and regulatory issues related to change. The course provides insights to both historical and contemporary theories and methods of introducing change in organizations. Students will be exposed to how planning, managing and assessing change develops the organization. Additionally, the course focuses on organizational development as a process to promote organization problem solving capacity, potential competitiveness and overall effectiveness.
(Prerequisite: BA 252)

BA 361 -Entrepreneurship
The course is designed to provide students with practical insights into entrepreneurship and entrepreneurs. Students will learn the stages that an entrepreneur might pursue through in taking the seed of an idea and growing it into a successful business. Additionally, students will be acquainted with the challenges of owning and running a business. The course focuses on how to start and manage a new business/venture and, more specifically, on questions such as whether this new business should be part of an existing family-business, what appropriate form of ownership the business might take, the sourcing of funds, the selection of a location and other operational requirements.
(Prerequisite: BA 211 + BA 231 + FIN 251)

BA 362 – International Business
The course prepares students to conduct and manage business across borders by introducing them to the differences between domestic and international business. Both opportunities and risks are assessed in international markets. Topics covered international business entry modes, cultural effects on both organizational and individual behavior, economic integration schemes, firm specific and country specific elements and their impact on creating competitive advantages. In addition, the course explores the legal,

business, social and political forces in the business environment along with relevant governmental regulations, labor force consideration and issues related to competition in the international environment.
(Prerequisite: BA 211+BA 231+FIN 251)

BA 392 - Field Training

The internship is a pre-arranged, credit-bearing work experience, which allows a student to achieve personal goals that are aligned with the goals of a supervising professional, or agency. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate theory with practical job experience as well as develop new skills that will be transferable to future employers.
(Prerequisite: 90 Credit Hours + BA361)

BA 415 – Sales Management

The course is practice-oriented and designed to be hands-on introduction to selling and sales management, it focuses on the management of a sales programme, on what it takes to be successful in managing sales function in a personal direct sales environment by engaging students in practical sales management situations similar to real world experiences by putting him or her in the position of being a prospective sales manager. The course focuses on providing a systematic framework for understanding sales processes, how sales is distinguished from marketing and its impact in achieving the organization' overarching objectives. Additionally, this course focuses on the sales strategies, sales budgeting, forecasting and evaluating sales performance, personal selling skills and finally issues related to recruiting, compensating and retaining salespeople.
(Prerequisite: BA 102 + BA 211)

BA 421 – Feasibility Studies

This course exposes students to the area of Feasibility Studies by asking and answering questions such as 'How can the feasibility of a new idea be explored?' and 'How can dominant market trends be identified?' Students are introduced to the core theories and concepts of Feasibility Studies and are required to develop advanced knowledge and understandings of this area of practice. The investigative methods associated with Feasibility Studies are explored and students are exposed to teaching which allows them to apply advanced knowledge to a range of issues and problems and to identify and practice specialist skills to complete advanced level tasks in the area. The course contributes to the development of generic problem solving skills as well as to communication, ICT and numeracy skills.
 (Prerequisite: BA 361)

BA 443 – Business Decision Making

The course exposes the students to a wide variety of problem descriptions and methods of analysis. It equips students with quantitative tools commonly used in business setting. For example, decision theory models and decision trees will prove useful for business situation with numerous alternative decisions, each having a probability and monetary

value associated with the outcome. Using break-even analysis students will be able to determine the marginal level of products to know when the company is going to profit from its operations and help the manager to control the cost. Game theory will assist students to choose the best competitive strategy.
(Prerequisite: BA 241)

BA 454 – Leadership and Group Dynamics
The course studies leadership roles in the managerial hierarchy, leadership styles and leadership techniques in business organizations. During the course, theories and concepts are used to explore team and organizational problems in order to understand the complexity of the business environment in which groups operate. In addition, this course focuses on building team spirit, creating group interactions and dynamics, ethical and legal issues related to both leadership and group interventions.
(Prerequisite: BA 355)

BA 463 – Innovation Management
The course introduces students to the core concepts and theories related to innovation. Throughout the course, students will learn how innovation is crucial for both individuals and organizations. Students will be provided with various tools and methods to promote innovation capacity within themselves and others. The course will equip students with the knowledge of how to contribute as innovative team, how innovation is managed in real work situations, and how to spread an innovation culture within a business organization. The course itself draws upon real-world examples and experiences of leading organizations from around the world.
(Prerequisite: BA 361)

BA 464 – Strategic Management E
This course is capstone, integrative course for graduating business administration students. This exciting, challenging course focuses on how firms formulate, implement, and evaluate strategies. Strategic management concepts and techniques are studied. Students use all the knowledge acquired from prior business courses, coupled with new strategic-management techniques learned, to chart the future direction of different organizations. The major responsibility of students in this course is to make objective strategic decisions and to justify them through oral and written communication.
(Prerequisite: BA 102 + 114 Credit Hours)

BA 499 – Applied Research in Business
This course is designed to develop and sustain students' readiness to work on real business problems related to their work or areas of interest. The course gives students the opportunity to conduct research and gather data to which theoretical knowledge can be applied in order to diagnose and solve the problems encountered in business organisations. The research could involve a study about new market opportunities, a comparative study of the best practices in the field, or a study of the perceptions of employees or clients of a certain business problem or service.
(Prerequisite: BA 392)

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

BA 204 – Knowledge Management

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

(Prerequisite: BA 102)

BA 246 – Managerial Economic

This course aims at equipping students with detailed knowledge and advanced skills in managerial economics. The main topics covered during this course are: introduction to managerial economics, key measures and relations, demand and pricing, cost and production, economics of organization, market equilibrium and the perfect competition, firm competition and market structure, and market regulation.

(Prerequisite: BA 101 + ECO 104).

BA 313 – Public Relations

This course deals with the public relations profession by teaching students how to think like a public relations practitioner. The course guides students into recognizing the importance of research, the need to identify a targeted audience and the need to direct messages at specific audiences as well as the importance of planning and evaluation in building a public relations campaign. This course will enable students to deal with public relations problems and to contribute to the provision of multi-angled solutions. In doing this, it underpins the value of public relations in decision-making. In addition, the course focuses on the public relations activities and functions within organizations.

(Prerequisite: BA 102 + BA 211)

BA 314 – Commercial Promotion

In today's market, consumers are bombarded with thousands of messages, that might be interesting or not, on a daily basis. Nowadays, successful marketers are those who are capable of recognizing their audiences and on the other hand they know how these audiences perceive their companies. Therefore, the course enables the students to choose amongst the different promotional mix elements, to create the appropriate message and select the most effective mediums to reach the targeted audiences. As students 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.

(Prerequisite: BA 102 + BA 211)

BA 333 – Planning and Selecting Human Resource

This course provides students with the advanced knowledge and understanding of core principles, theories and concepts necessary to plan and select human resources. It also covers the issues, processes and practices involved in planning and selecting human resources. Students will gain the knowledge and tools to analyse and assess human resource requirements using both qualitative and quantitative approaches and techniques. Additionally, the course will examine social, cultural and organizational factors that might affect planning and selecting human resource in that challenging Business context.

(Prerequisite: BA 231)

BA 445 – Total Quality Management

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

(Prerequisite: BA 342)

BA BA465 – E-Business

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

(Prerequisite: BA 362 + ENG 102)

BA 491 – Contemporary Topics in Management

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

(Prerequisite: BA 252)

ASU

جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

MASTER IN
BUSINESS ADMINISTRATION

Programme Leader

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Programme Details

Programme Title	Master in Business Administration
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Master Degree
Academic Year	2018 - 2019
Language of Study	Arabic
Mode of Study	Full Time

Aims of the Programme

· The graduate will demonstrate a systematic understanding and a thorough knowledge of business disciplines as well as the management of organizations in the changing external context in which they operate.

· The graduate will have a theoretical and practical approach of how to conduct applied research and promote graduates ability in conducting independent researches that can be applied to develop and interpret knowledge of direct relevance to the challenges faced in the business discipline.

· The graduate will critically analyze and adopt creative thinking approach in dealing with complex issues and to be able to understand and appreciate ethical and social consequences.

· The graduate will develop graduate lifelong learning skills and personal development through demonstrating self-direction, originality in tackling and solving problems in the way that will contribute to both the business and society in general.

- The graduate will be prepared for and/or development of a career in business and management by enhancing a range of skills that will expose them to an autonomous planning and implementation of tasks at a professional or equivalent level.

- The graduate will be enabled to make significant contributions to the management of the organizations in which they operate in the way that will improve the business and management practice.

Programme Structure

a. Overall Structure of the Programme

Minimum Study Period : 1.5 years

Maximum Study Period : 4 years

Total Credit Hours : 36 Credit Hours

No. of Courses : 10 Courses + Thesis

Credit Hour per Course : 3 credit hours (except for the Thesis - 6 Credit Hours)

b. Levels and Courses

All courses are categorized as compulsory or elective. The student should take 8 compulsory courses equivalent to 24 credit hours. Elective courses are optional and are those chosen from a list of alternatives. The student should choose 2 elective courses from an approved list of alternative courses equivalent to 6 credit hours. In addition, the student should prepare a Thesis that is equivalent to 6 credit hours.

Programme Compulsory Courses

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

Programme Elective Courses

(2 Courses/ 6 Credit Hours to be chosen)

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

Programme Intended Learning Outcomes

Upon completion of the programme, the graduate will be able to:

Knowledge and Understanding	
A1	Develop a cross-functional understanding of the core disciplines of business and management including accounting, finance, economics, human resource management, marketing and strategic planning at middle/senior management level.
A2	Explain the role and function of organizations and the context in which they operate.
A3	Demonstrate an in depth knowledge of the key drivers of change affecting the management of organizations including the technological environment and globalization.
A4	Critically understand the processes of strategic problem solving and decision making.

Teaching and Learning Methods:
- A programme of structured lectures, interactive seminars, group work sessions, individual tutorials and workshops that may include simulations, role play case studies and external speakers
- The researching and writing of assignments and subsequent oral and written feedback

Assessment Methods:
- Report Writing, oral presentations, group work, research-driven tasks.

Subject Specific (Practical) Skills	
B1	Demonstrate a high level of competence and creativity in applying theory to practice in the context of management and business administration to solve practical decision-making problems, both individually and as part of teams.
B2	Use information, knowledge, numeracy, quantitative skills and computer information technology effectively to assess the impact of decisions, behaviors, and external factors on the business firm.
B3	Demonstrate an ability to conduct independently managed research into business and management issues.

Teaching and Learning Methods:
- Project-based tasks involving group management and coordinated presentations
- Quantitative skills taught through use of worked examples, e.g. in finance modules and research methods
- Group and individual tasks involving library and internet-based information retrieval features in various courses.

Assessment Methods:
- Written assignments used to assess research skills
- Quantitative skills are assessed through the use of time constrained formal examinations
- Assessment of information dissemination skills through group oral presentations, including use of peer assessment

Critical Thinking Skills	
C1	Critically think and assess current areas of business and management curriculum.
C2	Analyze, synthesize, and develop problem solving skills of managers and provide an opportunity to demonstrate these skills in an organizational context to solve both structured and unstructured problems.
C3	Interpreting and abstracting meaning from a variety of financial and non-financial data.

Teaching and Learning Methods:
- All courses require learners to engage in discussion of key issues and the critical application of key concepts.
- Case study work offers students the opportunity to engage in problem solving and complex issues.
- Courses in finance and strategy require analytical skills to be applied to a variety of data.

Assessment Methods:
- Written assignments, including extended report writing and closed-book examinations (Mid Term and Final).

Transferable Skills	
D1	Communicate effectively both orally and in writing, using a range of media in preparing and delivering assignments, case studies, presentations and projects.
D2	Maintain high personal effectiveness through critical awareness, self-reflection and self-management, sensitivity to diversity in people and different situation and the ability to continue to learn through reflection on practice and experience.
D3	Manage effective performance within team environment practice and the ability to recognize and utilize individuals' contributions in group processes.

Teaching and Learning Methods:
- A combination of lectures, tutored group interactions and coursework - including group presentations and reports and individual reflective reports.
- Workshops, one-to-one meetings, and online briefings and tutorials.
- Throughout, the learner is encouraged to develop transferable skills by maintaining a self-managed record of evidence and completing a personal development plan.

Assessment Methods:
- A range of assignments built into the curriculum - coursework reports and oral presentations including group work and individual reflective report writing.

Future Careers

Upon successful completion of the ASU-MBA ,candidates will be exposed to a range of careers in both private and public sectors .Including educational institutions ,financial services ,health ,industrial ,telecommunications and other services sectors.

In addition ,providing candidates with new and exciting career opportunities .MBA also provides a basis for further study at the Doctoral Level.

Curriculum Mapping

Course Code	Course Name	Programme Outcomes												
		A1	A2	A3	A4	B1	B2	B3	C1	C2	C3	D1	D2	D3
Programme Compulsory Courses														
BA601	Scientific Research and Statistical Analysis		X	X	X	X	X	X		X		X	X	
ACF611	Advanced Managerial Accounting	X	X	X	X	X	X		X	X	X	X	X	
BA611	Advanced Marketing Management	X		X	X		X	X		X	X	X	X	X
MIS611	Management Information Systems			X			X		X			X		
BA621	Corporate Finance	X					X				X	X		
BA631	Human Resources Management	X			X		X		X			X		X
BA641	Operations Management & Decisions	X	X		X	X	X		X	X	X	X	X	X
BA664	Strategic Management	X	X	X		X	X		X	X	X			X
BA699	Thesis			X	X	X	X	X		X	X	X	X	
Programme Elective Courses														
BA645	Total Quality Management		X			X	X		X		X	X	X	
BA646	Managerial Economics	X		X			X			X	X	X	X	
BA652	Organizational Design and Behavior		X	X		X	X	X	X	X		X		X
BA653	Business Ethics		X	X		X	X			X			X	X
BA655	Organizational Change		X	X	X	X	X		X	X	X	X	X	
BA662	International Business			X	X		X	X	X	X	X		X	X
BA663	Innovation and Entrepreneurship	X		X	X	X		X		X	X	X	X	X
BA691	Special Topics in Management (E)	X	X	X		X	X		X	X		X	X	X

Course Descriptions
Programme Compulsory Courses

ACF 611- Advanced Managerial Accounting

This course focuses on deep explanation of a number of topics that contribute to directing management toward making the decisions that enable them to analyze costs, select among alternatives, pricing products and break even analysis, in addition to recognizing critical analysis as a mechanism for using operational and capital budgets and directing them for serving management. This course contributes in equipping students with the advanced skills of a range of managerial accounting topics that can be implemented to serve management in decision making. These include: variance analysis, responsibility accounting, and non-traditional cost accounting systems, in addition to emerging issues in managerial accounting through student's positive participation in class discussion, reports, practical case studies, PowerPoint presentations, and synthesizing related articles.
(Prerequisite: None)

BA 601 – Scientific Research and Statistical Analysis

Business research is crucial in building the graduate capabilities in conducting sound and reliable research. This course addresses selective topics such as research philosophies, problem definition identification, how to build research objectives, hypotheses in a sound research's proposal. Additionally, the course covers data collection tools i.e. how to design a questionnaire, how to conduct an interview and observation. Finally, analytical techniques are addressed appropriately i.e. univariate, bivariate, and multivariate analysis via statistical packages using SPSS.
(Prerequisite: None)

BA 611 – Advanced Marketing Management

This MBA course provides an in depth examination of the marketing environment, key drivers and forces that are changing the marketing landscape. The course explores and analyzes how marketing activities impact on organizational operations in a competitive and complex setting. The course is concerned with the provision of marketing frameworks and in depth analysis of variety of concepts, theories, and models that are used to identify, analyze, and solve marketing problems. This course will emphasize strategic issues such as: How does a firm select the industry it should be in? What will be the firm marketing competitive advantage and how it will be sustained? How firm will diversify its products/services? And how marketing resources will be allocated? What marketing threats do firms face and what opportunities firms enjoy? What will be firm's marketing strategic alternatives?
(Prerequisite: None)

BA 621 – Corporate Finance

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

of capital, dividend policy, and related issues. Additional topics will differ, according to individual instructors.
(Prerequisite: None)

BA 631 – Human Resource Management

This MBA course provides an in depth examination of Human capital as a competitive value proposition critical to business and organizational success. In this course we will look at the development and implementation of human resource practices that align HR activities with the strategic objectives of the firm. Additionally, students will be acquainted with the critical role human resource management plays as a key component of the competitiveness and sustainability of any business organization. By focusing on both strategic and operational aspect of work force management, students will acquire critical knowledge of the complexity of managing people, organizational staffing, employees training and development, employees' appraisal and compensation.
(Prerequisite: None)

BA 641 – Operations Management and Decisions

This MBA Operations Management course encompasses the methods and practices used to systematically plan, design and execute the processes necessary to deliver services or produce goods. This course focuses on a range of procedures and ancillary systems necessary to manufacture materials or deliver services. Topics covered operations management from manufacturing and service delivery perspectives.
(Prerequisite: None)

BA 664 – Strategic Management

This MBA strategic management is a capstone course. It focuses on the strategic thinking, strategic analysis, decisions and actions in order to sustain corporate competitive advantage. Additionally, topics covered strategic leadership, competitive analysis, formulation and implementation of effective strategies in the multi-business firm.
(Prerequisite: None)

MIS 611 - Management Information Systems

This course is designed to provide post graduate students with in-depth, hands-on understanding of the fundamentals of information systems. Presents problems faced by organizations in the business environment and how solutions can be found through the use of computer based systems. It focuses on information systems concepts and technologies, information systems evolution, the most effective ways to use information systems, and how to utilize appropriate ICT applications. Topics include: information systems types, resources, computers and applications, the competitive advantage of using ICT, integrating collaborating environments, database technology. It also emphasizes on: Information Technology, software and hardware components, e-commerce and e-business, Enterprise Resource Planning (ERP), Decision Support Systems (DSS), Expert Systems (ES), Artificial Intelligence (AI) and the ethical and societal issues involved in ICT.
(Prerequisite: None)

BA 699 – Thesis

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

(Prerequisite: 18 Credit Hours)

Programme Elective Courses

BA 645 – Total Quality Management

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

(Prerequisite: None)

BA 646 - Managerial Economics

Managerial Economics is an applied branch of economics. Managerial Economics welds together microeconomic theory and the insights of management science in a decision-making format. Topics include costs, demand, pricing, market structure, market equilibrium, and strategic interaction. The course focuses on: (i) profit maximization by firms; and (2) market equilibrium in different competitive settings. The course should enhance understanding of how markets operate and develop capability in making economic predictions. It should also serve as a foundation for further MBA studies in management, accounting, finance, and marketing.

(Prerequisite: None)

BA 652 – Organizational Design and Behavior

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

(Prerequisite: None)

BA 653 – Business Ethics

This MBA course is designed to provide a comprehensive presentation of theories underlying the issues and problems related to business ethics. It gives insights to sources of ethics in business organization, ethical philosophies, ethical framework of decision making in business, ethical dilemmas, code of ethics, business ethics and its relation to culture, social responsibility, globalization and business ethics, and how to create an ethical organization. Additionally, the course addresses how 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.

(Prerequisite: None)

BA 655 – Organizational Change

This MBA Organizational Change course is designed to provide an in depth examination of organizational change theories, concepts of change and its relation to the organizational development process, organization reengineering and empowerment. Additionally, the course addresses organizational change process and its relation to strategic management for change, causes, types, and implementation. It also addresses the techniques for overcoming the resistance to change, its sources, and the contexts of planning of the change process and related factors.

(Prerequisite: None)

BA 662 – International Business

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

(Prerequisite: None)

BA 663 – Innovation and Entrepreneurship

The course is designed to provide a comprehensive examination of how new business development is related to the entrepreneurial process in terms of innovation. The course includes analysis and practical problem solving related to both the entrepreneurial and the innovation sides. The course focuses on the models of management, decision making, design and the new venture innovative capacity. The topics covered are successful new venture development and technology, ideas and Wealth Creation, continuous innovation, radical innovation, open innovation, knowledge management, and business model innovation.

(Prerequisite: None)

BA 691 – Special Topics in Management E

This master course is designed to provide an in depth analysis and critical thinking of contemporary business problems and challenges. The course focuses on topics such as globalization, societal marketing, entrepreneurship, international human resource management. Innovative service management, .etc.

(Prerequisite: None)

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جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

MASTER IN HUMAN RESOURCE MANAGEMENT

Programme Leader

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Programme Details

Programme Title	Master in Human Resource Management
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Master Degree
Academic Year	2018 - 2019
Language of Study	Arabic
Mode of Study	Full Time

Aims of the Programme

· The graduate will be able to demonstrate a broad understanding of human resource theories and current practices across different types of organizations.

· The graduate will be able to integrate information technology into the operational areas of human resource management.

· The graduate will be provided with distinct professional competencies and practical applications in HR management to ensure that an organization's most important asset is available, capable and effective in an ever-changing business environment.

· The graduate will be able to evaluate and develop people management programmes and processes, based on a sound knowledge of the principles of employee motivation and engagement, and an awareness of the importance of the organizational and cultural context and of ethical principles.

Programme Structure

A . Overall Structure of the Programme

Minimum Study Period   : 1.5 year

Maximum Study Period   : 4 years

Total Credit Hours   : 36 Credit Hours

No. of Courses   : 10 Courses + Thesis

Credit Hour per Course   : 3 Credit Hours (except for the Thesis - 6 Credit Hours)

B . Levels and Courses

All courses are categorized as compulsory or elective. The student should take 8 compulsory courses equivalent to 24 credit hours plus the Thesis. Elective courses are optional and are those chosen from a list of alternatives. The student should choose 2 elective courses from an approved list of alternative courses equivalent to 6 credit hours. In addition, the student should prepare a thesis that is equivalent to 6 credit hours.

Programme Compulsory Courses

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

Programme Elective Courses

(2 Courses/ 6 Credit Hours to be chosen)

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

Programme Intended Learning Outcomes

Upon completion of the programme, the graduate will be able to:

Knowledge and Understanding	
A1	Develop a sound theoretical base of various concepts and theories; and to demonstrate a board perspective of the management field.
A2	Get a comprehensive understanding of the human resource context and to be able to provide discipline-based solutions relevant to the business, professional and public policy communities.
A3	Prepare students to become knowledge contributors and strategic partners with top management in assessing, formulating responses and meeting a firm's strategic goals.
A4	Understand the processes of strategic problem solving and decision making relevant with human resource.

Teaching and Learning Methods:
- A programme of structured lectures, interactive seminars, group work sessions, individual tutorials and workshops that may include simulations, role play case studies and external speakers
- The researching and writing of assignments and subsequent oral and written feedback

Assessment Methods:
- Report writing, oral presentations, group work, research-driven tasks and Master Level.

Subject Specific (Practical) Skills	
B1	To equip students with the practical tools, techniques, business and consulting insights required to attract, develop and retain talents to the organization.
B2	To incorporate students with a blend of both academic and professional experience and enable them to apply knowledge of major human resource responsibilities at both strategic and operational level.
B3	Demonstrate an ability to apply research skills to business challenges.

Teaching and Learning Methods:
- Project-based tasks involving group management and coordinated presentations
- Quantitative skills taught through use of worked examples, e.g. in finance modules and research methods
- Group and individual tasks involving library and internet-based information retrieval features in various modules

Assessment Methods:
- Written assignments used to assess research skills

- Quantitative skills are assessed through the use of time constrained formal examinations
- Assessment of information dissemination skills through group oral presentations, including use of peer assessment / Mid-term and Final Examination.

Critical Thinking Skills	
C1	To be critical and creative scholars who produce innovative solutions to problems and enable them to add value to the overall success of a business enterprise.
C2	Develop the competence to involve the problem-solving approaches by applying conceptual and behavioral skills in order to enrich tackling business issues from different perspectives.
C3	Equip students to develop, implement, administer and evaluate effective programs in Human Resources for the continued growth and prosperity of the organization.

Teaching and Learning Methods:
- All modules require learners to engage in discussion of key issues and the critical application of key concepts
- Case study work offers students the opportunity to engage in problem solving and complex issues

Assessment Methods:
- Written assignments, including extended report writing

Transferable Skills	
D1	Communicate effectively and perceptively both orally and in writing, using a range of media in preparing and delivering assignments, case studies, presentations and projects.
D2	Develop interpersonal competence and leadership qualities to work in a group with team building approach.
D3	Develop a spirit for life-long learning and continuing professional development through creating an environment where learners can unleash their potentials in order to achieve personal and professional objectives.

Teaching and Learning Methods:
- A combination of lectures, tutored group interactions and coursework including group presentations and reports and individual reflective essays
- Workshops, one-to-one meetings, online briefings and tutorials
- Throughout, the learner is encouraged to develop transferable skills by maintaining a self-managed record of evidence and completing a personal development plan.

Assessment Methods:
- A range of assignments built into the curriculum; coursework reports and oral presentations including group work, individual reflective and report writing.

Future Careers

Upon successful completion of the ASU-MHRM, candidates will be exposed to a range of careers in both private and public sectors. Human resources specialists are recognized as essential business partners who create programs and activities that impact business and contribute to its success. MHRM graduates have a potential opportunity in all organizations that seek specialist with knowledge and skills in Human Resources context.

Curriculum Mapping

Course Code	Course Name	Programme Outcomes												
		A1	A2	A3	A4	B1	B2	B3	C1	C2	C3	D1	D2	D3
Programme Compulsory Courses														
BA601	Scientific Research and Statistical Analysis	X	X			X	X	X		X		X		X
HR639	Human Resource Training & Development	X		X		X		X		X		X		X
HR631	Labor Laws and Legislations in Bahrain	X	X		X		X		X		X	X	X	
HR633	Human Resource Planning and Staffing	X		X	X		X	X			X		X	
HR635	Employment Relations and Practices	X	X		X	X		X		X		X		X
HR637	International Human Resource Management		X	X		X	X		X			X		X
HR638	Motivations & Compensations Management		X	X			X	X		X	X			X
HR644	Strategic Human Resource Management	X		X		X			X		X	X	X	
HR699	Thesis	X	X	X	X	X	X	X	X	X	X	X	X	X
Programme Elective Courses														
BA654	Leadership and Organizational Behavior	X		X		X	X		X	X			X	X
HR640	Civil Service Management		X		X		X		X		X		X	
HR641	Performance Management	X			X	X		X	X		X	X		X
HR642	Career Planning	X		X		X		X		X		X		X
HR643	Negotiation Management		X		X		X		X		X		X	
BA661	Entrepreneurship	X			X	X		X	X		X	X		X
HR691	Special Topics in Human Resource Management	X	X			X	X		X	X		X	X	

Courses Descriptions
Programme Compulsory Courses

BA 601 - Scientific Research and Statistical Analysis

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

(Pre-requisite: None)

HR 631 - Labor Laws and Legislations in Bahrain

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

(Pre-requisite: None)

HR 633 - Human Resource Planning and Staffing

This course is designed to introduce students to concepts of human resource planning, and provides them with an understanding of the wide range of staffing activities within organizations. This course develops students' abilities to analyze and integrate the complex social, cultural and organizational factors influencing human resource planning and staffing. The course will examine the process of human resource planning, 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.

(Pre-requisite: None)

HR 635 - Employment Relations and Practices

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

(Pre-requisite: None)

HR 637 - International Human Resource Management

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

(Pre-requisite: None)

HR 638 – Motivations & Compensations Management

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

(Pre-requisite: None)

HR 639 - Human Resource Training & Development

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.

(Pre-requisite: None)

HR 644 - Strategic Human Resource Management

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

(Prerequisite: None)

HR 699 - Thesis

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

(Pre-requisite: 18 Credit Hours)

Programme Elective Courses

BA 654 - Leadership and Organizational Behavior

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

(Pre-requisite: None)

BA 661 - Entrepreneurship

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

(Pre-requisite: None)

HR 640 - Civil Service Management

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

(Pre-requisite: None)

HR 641 - Performance Management

This course offers a contemporary view of Performance Management (PM); it focuses on both conceptual understanding and practical application of how to manage the performance of people within organizations. The course 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.

(Pre-requisite: None)

HR 642 - Career Planning

The course is designed to provide master students with a comprehensive learning of the issues related to build and develop their career path in Business organizations. Through a process of 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.

(Pre-requisite: None)

HR 643 - Negotiation Management

This course introduces students to fundamental concepts relevant to effective negotiation in different business and professional settings. Emphasis is placed on understanding and improving communication, conflict and negotiation management skills. The course 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 and theories related to conflict and negotiation, managing conflict effectively, different types of negotiation techniques and skills designed to help maintain healthy business relationships.

(Pre-requisite: None)

HR 691 - Special Topics in Human Resource Management

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

(Pre-requisite: None)

ASU

APPLIED SCIENCE UNIVERSITY

جامعة العلوم التطبيقية

DEPARTMENT OF ACCOUNTING AND FINANCE

BACHELOR IN ACCOUNTING

Programme Leader

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Programme Details

Programme Title	Bachelor in Accounting
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Bachelor Degree
Academic Year	2018 - 2019
Language of Study	Arabic
Mode of Study	Full Time

Aims of the Programme

· To qualify graduates capable of working efficiently in different fields of accounting who possess the creative thinking and problem-solving skills maintaining the ethics of the profession.

· To provide graduates with the skills and knowledge of the various fields of accounting in addition to the supporting specializations in finance, administration and information technology to cope with the Bahraini and Gulf labor market requirements.

· To prepare graduates capable of using up-to-date technologies and expand their scientific and field knowledge.

· To prepare graduates to obtain professional certificates and to pursue their post-graduate studies in the various fields of accounting.

Programme Structure

A . Overall Structure of the Programme

Minimum Study Period   : 3 years

Maximum Study Period   : 8 years

Total Credit Hours   : 135 Credit Hours

No. of Courses   : 45 Courses

Credit Hour per Course   : 3 credit hours

The Courses are set at levels 1, 2, 3, 4 indicating progressively more advanced studies. A student cannot register in a course unless he/she has passed the pre-requisites of that course. This system of prerequisites ensures that a student taking a particular course has undertaken the necessary preparatory work. The aims and outcomes of each course contribute to the overall aims and outcomes of the Programme.

Study Plan

Year 1

First Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ARB101	Arabic Language	-	3
ENG101	English Language 1	-	3
ECO104	Principles of Microeconomics	-	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	Business Mathematics	-	3
ECO105	Principles of Macroeconomics	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
BA161	Introduction to Entrepreneurship	-	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 Sciences	-	3
BA241	Quantitative Methods in Management E	STA101 + ENG102	3
ACC306	Intermediate Accounting 2	ACC205	3
FIN352	Markets and Financial Institutions	FIN251	3
ACC341	National & Government Accounting	ACC204	3
ACC324	Managerial Accounting	ACC221	3
Total			18

Sixth Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
BA303	Methods of Scientific Research	-	3
ACC307	Advanced Accounting	ACC204	3
ACC311	International Accounting Standards	ACC306	3
ACC332	International Auditing Standards	ACC306	3
ACC340	Islamic Accounting	ACC204	3
ACF343	Computer Applications in Accounting & Finance	ACC324+CS104+ ENG102	3
Total			18

Year 4

Seventh Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ACF461	Financial Analysis	ACC306+ENG102	3
ACC461	Internship	90 Credit Hours + ACC307 + ACC341	3
ACC433	Auditing	ACC332	3
ACC412	Accounting Theory	ACC307	3
-	Programme Elective	-	3
Total			15

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

B . Levels and Courses

All courses are categorized as compulsory or elective. The student should take 7 university compulsory courses, 9 college compulsory courses and 25 programme compulsory courses. Elective courses are optional and are those chosen from a list of alternatives. The student should choose 2 university elective course (6 credit hours) and 2 programme elective courses (6 credit hours) from an approved list of alternative courses.

University Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ARB101	Arabic Language	-	3
BA161	Introduction to Entrepreneurship	-	3
CS104	Computer Skills	-	3
HBH105	Bahrain Civilization & History	-	3
ENG101	English Language I	-	3
ENG102	English Language 2	ENG101	3
HR106	Human Rights	-	3

University Elective Courses

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

Course Code	Course Title	Pre-requisite	Credit Hour
Group 1			
ISL101	Islamic Culture	-	3
ISL102	Islamic Ethics	-	3
ISL103	Islam & Contemporary Issues	-	3
Group2			
LIB101	Introduction to Library Science	-	3
MAN101	Man and Environment	-	3
SOC101	Introduction to Sociology	-	3
SPT101	Special Topics	-	3
CS205	Computer Applications	CS104	3
LFS 102	Thinking and Communication Skills Development		3

College Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ACC101	Principles of Accounting I	-	3
BA101	Principles of Management I	-	3
MATH101	Business Mathematics	-	3
POL101	Introduction To Political Sciences	-	3
STA101	Principles of Statistics	MATH101	3
ECO104	Principles of Microeconomics	-	3
ECO105	Principles of Macroeconomics	ECO104	3
BA211	Principles of Marketing	BA101	3
BA303	Methods of Scientific Research	-	3

Programme Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
LAW021	Principles of Commercial Law	-	3
ACC102	Principles of Accounting 2	ACC101	3
ACC203	Principles of Accounting (E)	ACC102 + ENG102	3
ACC204	Corporate Accounting	ACC102	3
ACC205	Intermediate Accounting 1	ACC102	3
ACC221	Cost Accounting	ACC101	3
BA241	Quantitative Methods in Management E	STA101 + ENG102	3
FIN251	Financial Management	ACC101	3
ACC306	Intermediate Accounting 2	ACC205	3
ACC307	Advanced Accounting	ACC204	3
ACC311	International Accounting Standards	ACC306	3
ACC324	Managerial Accounting	ACC221	3
ACC332	International Auditing Standards	ACC306	3
ACC340	Islamic Accounting	ACC204	3
ACC341	National & Government Accounting	ACC204	3
ACF343	Computer Applications in Accounting & Finance	ACC324+CS104+ ENG102	3
FIN352	Markets and Financial Institutions	FIN251	3
ACC412	Accounting Theory	ACC307	3
ACC433	Auditing	ACC332	3
ACC434	Profession Ethics	ACC433	3
ACC443	Accounting Information System	ACF343	3
ACC461	Internship	Credit Hours + 90 ACC307 + ACC341	3
ACF461	Financial Analysis	ACC306+ENG102	3
ACC463	Contemporary Accounting Topics	ACC307	3
ACC469	Applied Research in Accounting	ACC461	3

Programme Elective Courses

(6 Credit Hours/ 2 Courses to be chosen)

Course Code	Course Title	Pre-requisite	Credit Hour
BA102	Principles of Management 2	BA101	3
ACC231	Taxation Accounting	ACC204	3
ACC342	Financial Institutions Accounting	ACC204	3
FIN353	Investment & Portfolio Management	FIN352	3
ACC413	International Accounting	ACC412	3
FIN454	International Trade and Finance	FIN352	3
FIN455	Corporate Governance	FIN352	3
ACC462	Special Topics in Accounting	ACC412	3

Programme Intended Learning Outcomes

Upon completion of the programme, the graduate will be able to:

	Knowledge and Understanding
A1	Identify the basic concepts in the accounting, financial, administrative fields, computer technologies and specialization supporting materials.
A2	Identify the accounting procedures necessary for recording financial events, measurement and accounting disclosure for all accounting topics of different branches.
A3	Identify the sources and uses of funds and the principles and tools of financial management, financial analysis, investment and comparing opportunities, which help the administration in making decisions.
A4	Identify the concepts relevant to the business environment to help guide administrative decisions.
A5	Comprehend and understand the criteria governing the accounting profession and contemporary applied accounting and financial theories.
A6	Keep up with the contemporary aspirations in the uses of computer and information technology and connecting them with the fields of accounting practices.
A7	Understand the key terms relevant to the field of specialization.

Teaching and Learning Methods:
· Theoretical lectures
· Practical and Case Studies
· Brainstorming, Dialogues and Discussions
· E-learning using the website of the university

Assessment Methods:
· Mid-term and Final exams
· Presentations
· Quizzes
· Home works
· Participation evaluation, groups and individual
· Reports

Subject Specific (Practical) Skills	
B1	Apply the principles that help the student in the selection of alternative treatments according to the different methods of accounting and the international standards.
B2	Use available data, financial and investment instruments, analysis and quantitative methods to record financial events, evaluate available opportunities and prepare budgets, financial statements and reports to assist management in decision-making.
B3	Practice using information and communication technology and relying on databases and ready software.
B4	Enable students to use analysis and problem solving skills within the framework of the ethics related to profession practice

Teaching and Learning Methods:
· Theoretical lectures
· Practical and Case Studies
· Brainstorming, Dialogues and Discussions
· E-learning using the website of the university

Assessment Methods:
· Mid-term and Final exams
· Presentations
· Quizzes
· Home works
· Participation evaluation, groups and individual
· Reports

Critical Thinking Skills	
C1	Extract and analyze data from its multiple sources and help students develop skills of dealing with digital cases and employ them in solving problems in the business environment.
C2	Adopt critical assessment relying on arguments and evidences using specific data in financial and accounting fields and the ability to analyze and draw conclusions.
C3	Specify the quantity and quality of the information necessary for preparation of accounting statements and reports and interpreting them for the benefit of the end user.
C4	Analyze available information to support the development of student's intellectual skills and conclusion of results.
C5	Apply accounting practices using packages and other technologies.
C6	Develop the skills of dealing with the business environment and its complications.

Teaching and Learning Methods:
· Theoretical lectures
· Practical and case studies
· Brainstorming, dialogues and discussions
· Cooperative Learning
· E-Learning using the website of the university

Assessment Methods:
· Mid-term and Final exams
· Presentations
· Quizzes
· Home works
· Participation evaluation, groups and individual
· Reports

Transferable Skills	
D1	Possess effective communication skills through working in groups for the purpose of executing practical applications, preparing researches and report drafts related to local and regional administrative institutions and bodies and the effective use of information technology.
D2	Adapt to work environment by involving students in field training programmes in one of the relevant institutions after they complete a set of credit hours.
D3	Adapt the qualifying skills to solve problems in the practical side of the working institutions through implementing a research project in the field of specialization.

Teaching and Learning Methods:
· Dialogues and Communications
· Cooperative learning
· Learning using the website of the university

Assessment Methods:
· Evaluate Dialogues and Communications
· Presentations
· Participations
· Reports & Researches

Future Careers

This programme prepares students to work in many areas and jobs in the private as well as the public business sector as follows:

· Financial Accountant
· Financial Analyst
· Financial Manager
· Head of Financial Departments
· Salary and Wages Accountant
· Cost Accountant
· Managerial Accountant
· Legal Accountant
· Internal Auditor
· External Auditor
· Accounting Arbitrator
· Accounting Expert

Curriculum Mapping

Course Code	Course Name	Programme Outcomes																			
		A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	C1	C2	C3	C4	C5	C6	D1	D2	D3
College Compulsory Courses																					
ACC101	Principles of Accounting 1	X	X					X	X				X						X		
BA101	Principles of Management 1	X			X			X	X				X						X		
MATH101	Business Mathematics	X						X					X						X		
POL101	Introduction To Political Sciences	X						X											X		
STA101	Principles of Statistics	X						X					X						X		
ECO104	Principles of Microeconomics	X						X					X						X		
ECO105	Principles of Macroeconomics	X						X					X						X		
BA211	Principles of Marketing	X						X										X	X		
BA303	Methods of Scientific Research	X						X											X		
Programme Compulsory Courses																					
LAW021	Principles of Commercial Law	X			X			X				X							X		
ACC102	Principles of Accounting 2	X	X					X	X				X						X		
ACC203	Principles of Accounting (E)	X	X						X				X						X		
ACC204	Corporate Accounting	X	X					X	X	X			X		X				X		
ACC205	Intermediate Accounting I	X	X					X	X	X			X	X					X		
ACC221	Cost Accounting	X	X					X	X	X			X	X					X		
BA241	Quantitative Methods in Management E			X					X						X				X		
FIN251	Financial Management	X		X				X		X					X				X		
ACC306	Intermediate Accounting 2	X	X					X	X	X			X	X					X		
ACC307	Advanced Accounting		X					X	X	X				X	X				X		
ACC311	International Accounting Standards				X			X	X			X		X				X	X		
ACC324	Managerial Accounting			X	X			X	X	X					X	X		X	X		
ACC332	International Auditing Standards				X			X				X		X		X		X	X		
ACC340	Islamic Accounting	X	X		X			X	X	X					X	X			X		

Curriculum Mapping

Course Code	Course Name	Programme Outcomes																			
		A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	C1	C2	C3	C4	C5	C6	D1	D2	D3
College Compulsory Courses																					
ACC341	National & Government Accounting	X	X					X	X	X			X		X				X		
ACF343	Computer Applications in Accounting & Finance					X					X				X				X		
FIN352	Markets and Financial Institutions	X		X		X				X					X				X		
ACC412	Accounting Theory				X		X					X		X		X		X	X		
ACC433	Auditing				X		X					X		X	X	X		X	X		
ACC434	Profession Ethics				X	X		X				X			X			X	X		
ACC443	Accounting Information System						X	X		X					X		X		X		
ACC461	Internship											X					X			X	
ACF461	Financial Analysis			X	X					X			X	X		X			X		
ACC463	Contemporary Accounting Topics				X		X	X						X			X		X		
ACC469	Applied Research in Accounting				X							X			X		X		X		X
Programme Compulsory Courses																					
BA102	Principles of Management 2	X		X		X						X				X		X	X		
ACC231	Taxation Accounting	X	X					X	X	X			X		X				X		
ACC342	Financial Institutions Accounting		X					X	X	X			X		X	X			X		
FIN353	Investment & Portfolio Management	X		X				X		X						X			X		
ACC413	International Accounting					X		X				X		X	X				X	X	
FIN454	International Trade and Financing			X	X	X				X						X		X	X		
FIN455	Corporate Governance	X			X	X						X				X		X	X		
ACC462	Special Topics in Accounting	X	X			X		X		X		X	X	X	X	X		X	X		

Course Descriptions
University Compulsory Courses

ARB 101 - Arabic Language
The course deals with issues related to Arabic grammar and literature. It studies some basic linguistic issues in the vocabulary, morphology, syntax and semantics of Arabic. It also covers stylistic and literary features through analyzing and discussing certain selected texts from the Holy Quran and other literary masterpieces.
(Pre-requisite: None)

BA 161 – Introduction to Entrepreneurship
This course aims at studying the concept and explaining the elements of entrepreneurship giving the students the required knowledge and skills to turn ideas into applied projects, according to the rules of company establishment code. Moreover, the student will gain the needed skills for entrepreneurs such as planning, organizing, marketing and financing through a bundle of local, regional and international case studies in entrepreneurship.
(Pre-requisite: None)

CS 104 - Computer Skills
The course covers the following topics: basic concepts of information technology, using computers to manage files: word processing, spreadsheets, presentations and databases
(Pre-requisite: None)

HBH 105 - History and Civilization of Bahrain
The course deals with the history of Bahrain from 1500 until 1800. It studies the stages of the Portuguese invasion of this part of the world and the international power struggle that erupted after the invasion. It also deals with the rule of Al-Utuub Tribe of Bahrain and the reign of Al Khalifa thereafter.
(Pre-requisite: None)

ENG 101 - English Language 1
The course is a required university course for all bachelor students whose medium of instruction is Arabic. It is designed to meet the needs of general and everyday English skills and is integrative to basic language skills. The course concentrates on the grammatical structures of simple English sentences and the vocabulary students need in their studies to follow lectures and to read references.
(Pre-requisite: None)

ENG 102 - English Language 2
The course is a required university course for all bachelor students whose medium of instruction is Arabic. It is a continuation of ENG101 and is integrative to the four language skills in the frame of general English. The course takes students from pre-intermediate to upper-intermediate level and provides practice for English language structures and communication skills. Students develop and present their own ideas through the practice of in reading, writing, listening and speaking skills needed to communicate in both professional and personal situations.
(Pre-requisite: ENG 102)

HR 106 - Human Rights

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

(Pre-requisite: None)

University Elective Courses

ISL 101 - Islamic Culture

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

(Pre-requisite: None)

ISL 102 - Islamic Ethics

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

(Pre-requisite: None)

ISL 103 - Islam and Contemporary Issues

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

(Pre-requisite: None)

LIB 101 - Introduction to Library Sciences

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

(Pre-requisite: None)

MAN 101 - Man and Environment

The course deals with issues related to the relationship between human beings and the environment they live in focusing on the environment of university students. It draws the students' attention to the importance of environment and the necessity to take care of it.

(Pre-requisite: None)

SOC 101 - Introduction to Sociology

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

(Pre-requisite: None)

SPT 101 - Special Topics

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

(Pre-requisite: None)

CS 205 - Computer Applications

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

(Pre-requisite: CS 104)

LFS102 - Thinking and Communication Skills Development

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

(Pre-requisite: None)

College Compulsory Courses

ACC101 - Principles of Accounting 1

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

Prerequisites: None

BA 101 - Principles of Management 1

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

(Pre-requisite: None)

MATH 101 – Business Mathematics

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

(Pre-requisite: None)

POL101 - Introduction to Political Sciences

This course aims at introducing the basic concepts and terminology such as the concept of politics, political science, the relationship between political science and other humanitarian sciences, the research methods in political science and the key concepts of the political science such as the state; its concept, origin and functions.

(Pre-requisite: None)

STA101 - Principles of Statistics

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

(Pre-requisite: MATH 101)

ECO104 - Principles of Microeconomics

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

(Pre-requisite: None)

ECO105 - Principles of Macroeconomics

This course includes calculation and analysis of national income in various ways, it also deals with the economic criteria, inflation and unemployment as well as the cash effects on the economy and policies overall balances that lead to economic stability, such as fiscal and monetary policies, it also deals with the rate of economic growth and foreign trade.

(Pre-requisite: ECO 104)

BA211 - Principles of Marketing

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

will understand how marketing mangers use marketing elements to enable their business organization to gain a competitive   advantage.
(Pre-requisite: None)

BA303 - Methods of Scientific Research

This course studies the scope and significance of business research. It introduces students to the various aspects of business research, its types, tools and methods. Students will learn how to apply business research techniques into real world situations. The course covers topics such as the identification of a topic by the student, proposition of hypothesis, formulation of research inquiries, development of literature review, selection of research design and methodologies. Additionally, students will learn data collection techniques; primary and secondary data with application to specific problems, scaling and research instrument design and sampling design.
(Pre-requisite: None)

Programme Compulsory Courses

LAW 021 – Principles of Commercial Law

The course is designed to introduce students to the basic concepts of commercial law. It begins with a historical overview of commercial law and its development. This course exposes students to different patterns of business organizations and different legal forms of ownership. Additionally, the course covers different commercial contracts in terms of their general provisions and types, and gives insight to commercial mortgage, commercial agencies, and brokers.
(Prerequisite: None)

ACC 102 – Principles of Accounting 2

This course covers a number of accounting topics concerning the accounting system of economic entities that include adjustments, preparation of a bank reconciliation, accounting assessment processes of the most important clauses of the financial statements, merchandising inventory systems, types of accounting errors and preparing correcting entries, in addition to the preparation of the worksheet.
(Pre-requisite: ACC 101)

ACC 203 - Principles of Accounting (E)

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 and long-term liabilities and also preparing the financial statements and error correction.
(Pre-requisite: ACC 102 + ENG 102)

ACC 204 - Corporate Accounting

This course covers a range of topics related to accounting of partnership and corporation companies in terms of accounting fundamentals for the formation of companies, the

changes that occur in its capital accounts, partners' admissions and withdrawals, processing bonds payable and Treasury Stocks, profit and loss allocation and companies' liquidation.
(Pre-requisite: ACC 102)

ACC 205 - Intermediate Accounting 1

This course expands upon the underlying framework and concepts of financial accounting in the context of how accounting fits into the overall business environment of contemporary society. It provides a comprehensive review of the accounting process, conceptual basis of accounting, classification of financial statements and related information, and also all transactions related with property, plant and equipment. This course includes also many topics in financial accounting.
(Pre-requisite: ACC 102)

ACC 221 - Cost Accounting

This course aims at equipping students with detailed knowledge and advanced skills in cost accounting. The main topics covered during this course are: introduction to cost accounting, cost terms and purposes, job order costing, process costing, and activity-based costing systems, activity-based management, allocation of support department cost, and joint products and byproducts.
Prerequisites: ACC101

BA 241 - Quantitative Methods in Management E

This course provides an introduction to the concepts and applications of quantitative methods in management. It develops mathematical and statistical competence necessary to facilitate progression in courses such as Operations Management and Business Decision Making, however this course builds on the concepts and analytical taught in Principle of Statistics (STA 101). This course focuses on developing quantitative methods, such as, linear programming, sensitivity and duality theory, transportation and assignment problems, network and queuing theory in addition to waiting line, game theory and simulation. Quantitative methods are used throughout business, government and non-profit sector of the economy. An effective participation in decision-making must be able to understand and interpret statistical data.
(Pre-requisite: SAT 101 + ENG 102)

FIN 251 - Financial Management

This course will introduce students to the concepts and tools of financial management. The focus of the course is decision making in a financial context. It therefore examines the techniques that are used in businesses to make decisions that are consistent with the efforts to increase the wealth of the owners of the business in a corporate environment. The topics covered include but are not limited to financial analysis, the time value of money, capital budgeting, risk and return, valuation of future cash flows, valuation of stocks and bonds, and long term financing.
Prerequisites: ACC101

ACC 306 - Intermediate Accounting 2

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.

(Pre-requisite: ACC 205)

ACC 307 - Advanced Accounting

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

(Pre-requisite: ACC 204)

ACC 311 - International Accounting Standards

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

(Pre-requisite: ACC 306)

ACC 324 - Managerial Accounting

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

Prerequisites: ACC221

ACC 332 - International Auditing Standards

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

(Pre-requisite: ACC 306)

ACC 340 - Islamic Accounting

This course covers a range of topics related to Islamic accounting from theoretical and practical perspectives and the fields where it is used within Islamic financial institutions, in addition to perceiving of accounting treatments for a wide range of financing tools practiced by Islamic banks, and developing students' skills in preparing the final financial statements for Islamic Financial Institutions.
(Pre-requisite: ACC 204)

ACC 341 - National & Government Accounting

This course covers a number of topics concerning the governmental accounting and nonprofit organizations and includes accounting principles in governmental accounting and the impact of government legislation on it, the state's budget, its rules, classifications and evolution, the foundations of accounting measurement used in governmental accounting, accounting of allocated funds and transfers between appropriations and classification of accounts at the end of period.
 (Pre-requisite: ACC 204)

ACF 343 – Computer Applications in Accounting & Finance

This course contains a study of utilizing the computer to develop and maintain accounting record-keeping systems, make management decisions by using accounting and financial data, record daily business transactions, and generate financial statements using Easy-soft hardware program. This course also develops the ability of the student to prepare financial statements, spreadsheet of reports, financial analysis, evaluation bonds and stocks, and also how to calculate and chart with the use of Microsoft Office Excel.
(Prerequisite: ACC324 + CS104 + ENG102)

FIN 352 - Markets and Financial Institutions

This course deals with five of the financial markets: the capital market (stocks and bonds), the Money market, the mortgage market, Financial Derivatives Markets and the foreign exchange market. This course includes an explanation of the financial tools which are used in these five markets, in addition to the pricing mechanism of each tool of these tools, and the role of these markets in the long-term and short-term investment, financing, and hedging.
 (Pre-requisite: FIN 251)

ACC 412 - Accounting Theory

This course deals with the intellectual basis of accounting and accounting evolution, the theory in accounting, measurement and disclosure rules for accounting information, the basic concepts of financial statements, basic accounting assumptions, generally accepted accounting principles. The course also deals with modern controversial aspects of the accounting thought and illustrates the theories of accounting and its application in Professional practices.
(Pre-requisite: ACC 307)

ACC 433 - Auditing

This course is an extension to the course of international auditing standards dealing with 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.
(Pre-requisite: ACC 332)

ACC 434 - Profession Ethics

This course deals with the analysis of the most important developments in international auditing and insurance standards and ethics rules of professional accountants to help them maintain a profession committed to 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.
(Pre-requisite: ACC 433)

ACC 443 - Accounting Information System

This course represents an introduction to study a number of topics mostly identifying terms related to accounting information systems, elements of the system and its components and relation to the management information system, system design, development methods and systems documentation , the analysis of the relationship between the branches (cycles) of the information system of accounting; revenue cycle; expenses cycle, procurement cycle; sales cycle; production cycle and the financial cycle. The course deals as well with the most important differences between the computerized information system and manual ones and the impact of the use of modern information technologies on system efficiency and effectiveness.
 (Pre-requisite: ACF 343)

ACC 461 – Internship

The course is designed to provide accounting programme students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. It focuses on reinforcing students' practical and transferable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables 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.
 (Pre-requisite: 90 Credit Hours + ACC 307 + ACC 341)

ACF 461 – Financial Analysis

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

(Prerequisite: ACC306 + ENG102)

ACC 463 - Contemporary Accounting Topics

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

(Pre-requisite: ACC 307)

ACC 469 - Applied Research in Accounting

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

(Pre-requisite: ACC 461)

Programme Elective Courses

BA 102 – Principles of Management 2

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

(Prerequisite: BA 101)

ACC 231 - Taxation Accounting

This course deals with the concepts and goals of taxation and its types and characteristics, accounting treatments related to the registration of tax compliance and its disclosure in the financial statements, it also studies the assets and the rules and regulations of the taxable revenue accounts, and articulates the accounting income and the tax amount

and how to reconcile them. The course addresses methods of determining the tax base and the amount of tax charged to shareholding companies and individual companies and also individual staff.

(Pre-requisite: ACC 204)

ACC 342 - Financial Institutions Accounting

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

 (Pre-requisite: ACC 204)

FIN 353 - Investment & Portfolio Management

This course covers topics related to the theoretical and practical background of investment and its scope, tools and evaluation methods of investment tools in addition to the focus on developing the student analytical skills in defining the quality of the relationship between return and risk for financial portfolios and balance between them in addition to formation of investment portfolio, its managing and evaluating, as well as the types of mutual funds and their characteristics.

 (Pre-requisite: FIN 352)

ACC 413 - International Accounting

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

(Pre-requisite: ACC 412)

FIN 454 - International Trade and Finance

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

(Pre-requisite: FIN 352)

FIN 455 - Corporate Governance

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

(Pre-requisite: FIN 352)

ACC 462 - Special Topics in Accounting

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

(Pre-requisite: ACC 412)

BACHELOR IN
ACCOUNTING AND FINANCE

Programme Leader

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Programme Details

Programme Title	Bachelor in Accounting and Finance
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Programme Accredited by	Association of Chartered Certified Accountants (ACCA UK)
Final Qualification	Bachelor Degree
Academic Year	2018 - 2019
Language of Study	English
Mode of Study	Full Time

Aims of the Programme

· Form students into mature professionals with strong ethical, analytical, and problem solving skills with a highly developed ability to think critically and function successfully in a dynamic business environment.

· Enable students to view business challenges, and be aware of the relationship of Accounting and Finance to other disciplines

· Provide students with sufficient background in Accounting and Finance that helps them pursue their graduate's studies and pass professional examinations.

· Guide students to become highly qualified citizens giving them the ability to be good accountants.

Programme Structure

A . Overall Structure of the Programme

Minimum Study Period   : 3 years

Maximum Study Period   : 8 years

Total Credit Hours   : 135 Credit Hours

No. of Courses   : 45 Courses

Credit Hour per Course   : 3 credit hours

The Courses are set at levels 1, 2, 3, 4 indicating progressively more advanced studies. A student cannot register in a course unless he/she has passed the pre-requisites of that course. This system of prerequisites ensures that a student taking a particular course has undertaken the necessary preparatory work. The aims and outcomes of each course contribute to the overall aims and outcomes of the Programme.

Study Plan

Year 1

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

Second Semester			
Course Code	**Course Title**	**Pre-requisite**	**Credit Hour**
CS104	Computer Skills	-	3
ENG112	Advanced English	ENG111	3
ACF102	Principles of Accounting 2 E	ACF101	3
MATH102	Business Mathematics	-	3
HR106	Human Rights	-	3
ECO103	Principles of Macroeconomics	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 Sciences	-	3
BA218	Principles of Marketing	BA108	3
-	University Elective 1	-	3
Total			18

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

Year 3

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

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

Year 4

Seventh Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
ACF343	Computer Applications in Accounting & Finance	ACF151 +CS104+ENG111	3
ACF305	Advanced financial Accounting E	ACF204	3
ACF342	Islamic Accounting	ACF273	3
ACF354	Investment & Portfolio Management	ACF252	3
ACF312	Accounting Theory E	ACF311	3
ACF491	Internship	90 Credit Hours + ACF311 + ACF273	3
Total			18

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

B . Levels and Courses

All courses are categorized as compulsory or elective. The student should take 7 university compulsory courses, 9 college compulsory courses and 25 programme compulsory courses. Elective courses are optional and are those chosen from a list of alternatives. The student should choose 2 university elective course (6 credit hours) and 2 programme elective courses (6 credit hours) from an approved list of alternative courses.

University Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ARB101	Arabic Language	-	3
BA 161	Introduction to Entrepreneurship	-	3
CS104	Computer Skills	-	3
HBH105	Bahrain Civilization & History	-	3
ENG111	Upper-Intermediate English	-	3
ENG112	Advanced English	ENG111	3
HR106	Human Rights	-	3

University Elective Courses

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

Course Code	Course Title	Pre-requisite	Credit Hour
Group 1			
ISL101	Islamic Culture	-	3
ISL102	Islamic Ethics	-	3
ISL103	Islam & Contemporary Issues	-	3
Group2			
LIB101	Introduction to Library Science	-	3
MAN101	Man and Environment	-	3
SOC101	Introduction to Sociology	-	3
SPT101	Special Topics	-	3
CS205	Computer Applications	CS104	3
LFS102	Thinking and communications skills development		3

College Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ACF101	Principles of Accounting 1	-	3
STA101	Principles of Statistics	MATH102	3
ECO102	Principles of Microeconomics	-	3
MATH102	Business Mathematics	-	3
ECO103	Principles of Macroeconomics	ECO102	3
POL110	Introduction To Political Sciences	-	3
BA108	Principles of Management 1	-	3
BA218	Principles of Marketing	BA108	3
BA307	Methods of Scientific Research	-	3

Programme Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ACF102	Principles of Accounting 2 E	ACF101	3
LAW121	Principles of Commercial Law	-	3
ACF151	Financial Management 1	ACF101	3
ACF203	Intermediate Accounting 1	ACF102	3
ACF204	Intermediate Accounting 2	ACF203	3
ACF221	Cost Accounting E	ACF101	3
ACF252	Financial Management 2 E	ACF151	3
ACF253	Insurance & Risk Management	ACF151	3
ACF272	Banking Management E	ACF252	3
ACF273	Banking & Islamic Finance	ACF272	3
ACF305	Advanced financial Accounting E	ACF204	3
ACF311	International Accounting Standards	ACF204	3
ACF312	Accounting Theory E	ACF311	3
ACF322	Managerial Accounting E	ACF221	3
ACF332	International Auditing Standards	ACF204	3
ACF342	Islamic Accounting	ACF273	3
ACF343	Computer Applications in Accounting and Finance	ENG111+CS104 ACF151	3
ACF354	Investment and Portfolio Management	ACF252	3
ACF374	Financial markets	ACF151	3
ACF433	Auditing	ACF332	3
ACF435	Profession Ethics	ACF433	3
ACF444	Accounting Information System E	ACF343	3
ACF461	Financial Analysis	ACF204+ENG111	3
ACF491	Internship	90 Credit Hours + ACF311 + ACF273	3
ACF499	Applied Research in Accounting & Finance Science	ACF491	3

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

Course Code	Course Title	Pre-requisite	Credit Hour
BA109	Principles of Management (2) E	BA108	3
ECO208	Money and Banking	ECO102	3
ACF231	Taxation Accounting	ACF204	3
ACF241	Governmental Accounting	ACF102	3
BA241	Quantitative Methods in Management E	STA101	3
ACF455	Corporate Governance	ACF354	3
ACF492	Special Topics in Accounting & Finance	ACF312	3

Programme Intended Learning Outcomes

Upon completion of the programme, the graduate will be able to:

Knowledge and Understanding	
A1	The fundamental concepts of interest in the field of accounting and supporting themes of statistics, computer science, quantitative methods, economic and political sciences, commercial law and various topics in methods of scientific research, management, and marketing.
A2	To demonstrate Knowledge and understanding of the accounting process and identify the accounting procedures necessary for accounting measurement and disclosure for different accounting disciplines.
A3	To identify the sources and uses of funds, principles and tools of financial management and develop the skills required to interpret and analyze basic financial statements in order to perform financial analysis.
A4	To recognize the theoretical foundations as well as the practical implications of capital structure and divided policy, and the global implications of domestic and foreign influence on financial markets.
A5	To absorb and understand the standards and theories of accounting and finance and its Contemporary application within an international context.
A6	To keep pace with contemporary aspirations in computer applications and information technology and linking it in the areas of accounting practices.
A7	To develop the skills required for qualitative and quantitative analysis of accounting data including evaluation of the analysis.

Teaching & Learning Methods:
· Lectures through direct teaching methods supported by directed study of textbooks, power points or white board, practical exercises, group discussion.
· Research and readings as preparation for course work.
· Preparation for quizzes and exams.

Assessment Methods:
· Home work
· Individual assignments and completion of worksheets.
· Written Exams

Subject Specific (Practical) Skills	
B1	To Develop mental skill, to determine the quantity and quality of information necessary for the preparation of the financial reporting and accounting reports and work on its Interpretation in order to serve the end user.
B2	To analyze, interpret and evaluate financial information.
B3	To utilize spreadsheets and web-based information technology and accounting Software Packages.
B4	To apply and evaluate techniques and practices employed in the finance area.
B5	To Relate fundamental accounting and finance theory and knowledge to Practical accounting and finance problems
B6	To Use computer based application in the solution of accounting and other business related problems

Teaching and Learning Methods:
· Lectures
· Locating and using finance and accounting data
· Preparing spreadsheets and teaching computer applications in accounting.

Assessment Methods:
· Home work on Spread Sheets
· Assignments to be done with excel
· Written Exams
· Projects, Presentations, and Case studies

Critical Thinking Skills	
C1	To know and apply analytical skills related to annual reports and their ratios.
C2	To be able to demonstrate research skills and the ability to locate, extract and analyze data from multiple sources.
C3	To be able to propose and construct budgets from the given information for a particular firm or industry.
C4	To demonstrate comprehension of quantitative techniques for problem solving, and the ability to apply appropriate tools to solve business problems.
C5	To achieve a self-critical and reflective learning approach to personal self-development.
C6	To make a correct judgment in planning, selecting and presenting information.
C7	To analyze information available for the supporting subjects of the specialization to develop cognitive skills and understanding results.

Teaching and Learning Methods:
· Lecturing with examples given to students to analyze and evaluate
· Discussion and feedback
· Carrying out research and evaluate the findings

Assessment Methods:
· Home-work &Assignment related to analysis and interpretation
· Written Exams
· Projects, Presentations, and Case studies

Transferable Skills	
D1	Provide opportunities for students to develop their communication skills and to develop the ability to write clearly and speak effectively and confidently to groups and to work as independent individual.
D2	Develop practical and ethical skills in the students and to develop career planning and Personal skills.
D3	Develop the ability to apply IT related skills in the use of spreadsheets and word Processing and in accessing on-line databases.
D4	Demonstrate numerical skills and the ability to manipulate data and appreciate Statistical concepts.
D5	Develop a good sense of global vision and international business and accounting Environment specifically in Bahrain.
D6	To Develop decision making, resource management and resource management skills.

Teaching and Learning Methods:
· Using accounting techniques and numeracy skills
· The application of IT in doing spread sheets and practical sessions.
· Use of verbal and written communication skills.
· Project preparation and presentation.

Assessment Methods:
· Group assignments (improves team working skills), Lab based assessment, examination and course work.
· Internship Report and Presentation

Future Careers
Students of this programme will be qualified to register for any of the following:
· ACCA
· CMA
· CPA
· CFA
· ICAEW

And can also work as:
· Financial Consultant
· Financial Accountant
· Financial Analyst
· Financial Manager
· Cost Accountant
· Managerial Accountant
· Bankers
· Investment Analyst
· Accountant
· Cashier

Curriculum Mapping

Course Code	Course Name	A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	C5	C6	C7	D1	D2	D3	D4	D5	D6
		Programme Outcomes																									
College Compulsory Courses																											
ACF101	Principles of Accounting 1	X	X				X		X		X		X	X											X		
STA101	Principles of Statistics	X					X	X		X		X			X			X							X		
ECO102	Principles of Microeconomics	X			X							X															
MATH102	Business Mathematics	X		X			X		X	X		X		X	X			X							X		
ECO103	Principles of Macroeconomics	X		X	X							X						X									X
BA108	Principles of Management 1	X													X			X									
POL110	Introduction To Political Sciences	X																		X	X						
BA218	Principles of Marketing	X			X															X	X				X		
BA307	Methods of Scientific Research	X			X	X	X	X		X							X	X	X	X	X		X			X	
Programme Compulsory Courses																											
ACF102	Principles of Accounting 2 E	X	X				X	X	X		X		X							X					X		
LAW121	Principles of Commercial Law	X																X		X							X
ACF151	Financial Management 1	X		X	X	X		X	X		X	X	X		X			X	X	X	X				X		X
ACF203	Intermediate Accounting 1	X	X			X	X	X	X		X	X			X					X					X		
ACF204	Intermediate Accounting 2	X	X				X		X			X															
ACF221	Cost Accounting E	X	X									X					X		X	X	X				X		
ACF252	Financial Management 2 E	X		X	X	X		X	X	X	X	X			X			X		X	X				X		
ACF253	Insurance & Risk Management			X	X	X						X			X			X		X				X	X		
ACF272	Banking Management E	X		X	X				X		X	X			X			X		X							
ACF273	Banking & Islamic Finance			X					X		X	X			X	X										X	X
ACF305	Advanced financial Accounting E	X	X				X		X	X	X	X	X		X		X	X	X	X					X	X	
ACF311	International Accounting Standards	X	X			X	X		X			X			X	X	X	X		X	X				X	X	X
ACF312	Accounting Theory E	X	X			X	X		X		X	X			X	X	X		X	X	X				X		

Curriculum Mapping

Course Code	Course Name	Programme Outcomes																								
		A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	C5	C6	C7	D1	D2	D3	D4	D5	D6
College Compulsory Courses																											
ACF322	Managerial Accounting E	X	X					X	X	X	X		X		X		X	X		X	X				X		X
ACF332	International Auditing Standards					X	X											X		X	X					X	X
ACF342	Islamic Accounting	X	X						X	X	X		X	X	X		X	X		X			X		X	X	
ACF343	Computer Applications in Accounting & Finance	X	X			X	X	X	X	X	X	X	X	X	X	X	X					X	X	X	X	X	
ACF354	Investment & Portfolio Management	X		X	X	X	X	X	X	X		X			X		X	X		X	X		X		X	X	X
ACF374	Financial Markets			X	X	X			X			X					X		X	X			X			X	
ACF433	Auditing		X							X		X	X					X	X	X	X		X				X
ACF435	Profession Ethics			X	X							X	X		X	X	X	X	X	X	X	X	X				X
ACF444	Accounting Information Systems E	X	X			X	X		X	X	X		X	X	X	X	X	X		X	X		X		X	X	X
ACF461	Financial Statement Analysis	X	X	X		X	X	X	X	X	X	X	X		X		X			X	X	X	X	X	X	X	
ACF491	Internship	X		X				X	X				X				X		X			X	X	X		X	X
ACF499	Applied Research in Accounting & Finance Science	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X		X	X	X	X	X	X	
Programme Compulsory Courses																											
BA109	Principles of Management 2 E	X										X					X			X							X
ECO208	Money & Banking			X					X			X															
ACF231	Taxation Accounting	X	X			X	X	X	X	X		X	X	X	X		X		X			X		X	X	
ACF241	Governmental Accounting	X	X	X		X	X	X	X	X		X		X	X		X		X						X	X	
BA241	Quantitative Methods in Management E	X		X		X	X	X	X							X	X		X								
ACF455	Corporate Governance			X	X	X	X	X		X		X		X			X		X	X	X				X		X
ACF492	Special Topics in Accounting & Finance	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X		X		X

Course Descriptions
University Compulsory Courses

ARB 101 - Arabic Language

The course deals with issues related to Arabic grammar and literature. It studies some basic linguistic issues in the vocabulary, morphology, syntax and semantics of Arabic. It also covers stylistic and literary features through analyzing and discussing certain selected texts from the Holy Quran and other literary masterpieces.
(Pre-requisite: None)

BA161 - Introduction to Entrepreneurship

This course aims at studying the concept and explaining the elements of entrepreneurship giving the students the required knowledge and skills to turn ideas into applied projects, according to the rules of company establishment code. Moreover, the student will gain the needed skills for entrepreneurs such as planning, organizing, marketing and financing through a bundle of local, regional and international case studies in entrepreneurship.
(Pre-requisite: None)

CS 104 - Computer Skills

The course covers the following topics: basic concepts of information technology, using computers to manage files: word processing, spreadsheets, presentations and databases
(Pre-requisite: None)

HBH 105 - History and Civilization of Bahrain

The course deals with the history of Bahrain from 1500 until 1800. It studies the stages of the Portuguese invasion of this part of the world and the international power struggle that erupted after the invasion. It also deals with the rule of Al-Utuub Tribe of Bahrain and the reign of Al Khalifa thereafter.
(Pre-requisite: None)

ENG 111 - Upper-Intermediate English

The course is the first of two credit English courses which ASU students enrolled in MIS, CS, and ACC bachelor programmes are required to take during their first year of study. It aims at exposing students to a wide variety of reading passages, providing them with adequate practice in scanning to find information from texts, guessing meaning from context, and critical thinking. Grammatical structures are introduced in context with questions that encourage students to work out the rules for themselves. The vocabulary syllabus concentrates on learning new words in lexical sets. ENG111 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.
(Pre-requisite: None)

ENG 112 - Advanced English

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

(Pre-requisite: ENG 111)

HR 106 - Human Rights

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

(Pre-requisite: None)

University Elective Courses

ISL 101 - Islamic Culture

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

(Pre-requisite: None)

ISL 102 - Islamic Ethics

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

(Pre-requisite: None)

ISL 103 - Islam and Contemporary Issues

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

(Pre-requisite: None)

LIB 101 - Introduction to Library Sciences

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

(Pre-requisite: None)

MAN 101 - Man and Environment

The course deals with issues related to the relationship between human beings and the environment they live in focusing on the environment of university students. It draws the students' attention to the importance of environment and the necessity to take care of it.

(Pre-requisite: None)

SOC 101 - Introduction to Sociology

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

(Pre-requisite: None)

SPT 101 - Special Topics

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

(Pre-requisite: None)

CS 205 - Computer Applications

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

(Pre-requisite: CS 104)

LFS 102 - Thinking and Communication Skills Development

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

(Pre- requisite: None)

College Compulsory Courses

ACF 101 - Principles of Accounting 1

This course concentrates on accounting concepts, principles and assumption, basic accounting equation, the accounting cycle (Journalizing, posting, prepare trial balance,

financial statements), adjusting entries, the accounting cycle for a merchandising company, compute inventory cost under periodic and perpetual inventory systems.
(Pre-requisite: None)

STA 101 - Principles of Statistics
This course deals with all aspects of the collection, processing, presentation, and interpretation of measurements or observations, that is, with all of aspects of the handling of data. Thus, data constitutes the raw material we deal with statistics, and its collection is of major concern in any statistical investigation. The topics covered are concepts, tools, techniques and methods of statistics, data managing techniques, descriptive tools, and inferential statistics.
(Pre-requisite: MATH 102)

ECO 102 - Principles of Microeconomics
Economics is the study of how people satisfy their wants in the face of limited resources. Micro economics deals with the behavior of individual households and firms and is the subject of this course. The course details a study on how households make decisions about what goods to buy and how firms make decisions about what to produce, how to produce and for whom to produce.
(Pre-requisite: None)

MATH 102 - Business Mathematics
This course exposes the students to a wide variety of problem descriptions and methods of analysis. It focuses on the field of Business and is the ideal choice if you are interested in developing mathematical skills with a business emphasis. In addition, the course combines the fundamentals of applicable mathematics with the study of business management applications.
(Pre-requisite: None)

ECO 103 - Principles of Macroeconomics
This course covers the major topics and issues related to analysis of national income and its components, economic indicators, inflation and unemployment, money and banking, stabilization policies, governmental fiscal and monetary policies, and economic growth and world trade. As a result, students will be able to generate, interpret, label, and analyze graphs, charts, and data in order to describe and explain economic concepts.
(Pre-requisite: ECO 102)

POL 110 - Introduction to Political Sciences
This course introduces the basic concepts of political science such as the state; its concept, origin and functions. It introduces students to the forms of states and governments. This course gives insights to the issues of political sociology such as the relations between government and society, political parties, public opinion. Additionally, the course covers topics such as principles of international relations international politics and international order.
(Pre-requisite: None)

BA 108 - Principles of Management 1

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

(Pre-requisite: None)

BA 218 - Principles of Marketing

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

(Pre-requisite: None)

BA 307 - Methods of Scientific Research

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

(Pre-requisite: None)

Programme Compulsory Courses

ACF 102– Principles of Accounting (2) E

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

(Prerequisite: ACF 101)

LAW 121 – Principles of Commercial Law

The course introduces students to the basic concepts of commercial law. It begins with a historical overview of commercial law and its development. This course exposes students to different patterns of business organizations and different legal forms of ownership.

Additionally, the course covers different commercial contracts in terms of their general provisions and types, and gives insight to commercial mortgage, commercial agencies, and brokers.
(Prerequisite: None)

ACF 151 – Financial Management 1
This course will introduce students to the concepts and tools of financial management. The focus of the course is decision making in a financial context. It therefore examines the techniques that are used in businesses to make decisions that are consistent with the efforts to increase the wealth of the owners of the business in a corporate environment. The topics covered include but not limited to financial analysis, time value of money, capital budgeting, risk and return, valuation of future cash flows, valuation of stocks and bonds, and long term financing.
(Prerequisite: None)

ACF 203 – Intermediate Accounting 1
Intermediate Accounting I is the study of Accounting Principles and procedures essential to the preparation of financial statement with particular emphasis on the corporate form This course is the first in a two-course sequence of Intermediate Accounting. It provides a comprehensive review of the accounting process that was initially discussed in Financial Accounting. Students will study the conceptual basis of accounting. Students will also deepen their understanding of the preparation and understanding of classified financial statements and related information and apply analytical tools in making both business and financial decisions.
Students will be introduced to: The environment of financial accounting and the development of accounting standards; conceptual framework underlying financial accounting; review of accounting process; statement of income and related information; retained earnings statement; balance sheet; cash and receivables; valuation of inventories; exchange of assets and intangible assets.
(Prerequisite: ACF 102)

ACF 204 – Intermediate Accounting 2
This course is a continuation of Intermediate accounting I. The topics covered include current liabilities, provisions and contingencies, noncurrent liabilities, bonds issued at premium and discount, dividends, book value per share, equity, lump-sum sale of securities, preference shares, dividends policy and book value, investments, equity method and fair value method, revenue recognition, percentage of completion method, cost recovery method, leases, accounting by the lessor and lessee, statement of cash flows, direct method.
Students will learn how to apply some of the many accounting concepts to analyze the financial position of the company.
(Prerequisite: ACF 203)

ACF 221 – Cost Accounting E

The main topics covered during this course are; introduction to cost accounting, cost classification, cost behavior, manufacturing schedules, income statement for different types of companies, job order costing, process costing, and activity-based costing systems, absorption & variable costing theory.
(Prerequisite: ACF 101)

ACF 252 – Financial Management (2) E

This course represents a continuation of financial management (1). The concentration will be on Cost of capital, Leverage, dividend policy, and strategic long-term financing decisions. This will give the students an idea about how much the firm will pay to acquire the funds that it will use in purchasing assets. The students will also be informed about different theories related to capital structure and dividend policy.
(Prerequisite: ACF 151)

ACF 253 – Insurance & Risk Management

This course introduces the concept of risk and techniques of identifying, measuring and managing it. In this context, insurance as a risk management tool is discussed with references to its role, functions and basic principles as applicable to different classes of insurance.
(Prerequisite: ACF 151)

ACF 272 – Bank Management E

The course will help student to understand the nature of banks, their different kinds, the core principles for their work, their role in the economy. It also obtain a thorough understanding of Capital adequacy of banks, management of capital structure, Bank earnings, and importance of attracting a deposit base, liquidity, investment portfolio composition, lending, and the procedures of each of these areas.
(Prerequisite: ACF 252)

ACF 273 – Banking & Islamic Finance

This course is designed to teach students what is Islamic finance, the principals underlying Islamic finance, the application of Shari'ah in Islamic finance, the concept of money and the principles of Islamic Banking and to highlight the differences between Islamic and conventional banking. It explores the sources and uses of money for Islamic banks and their role in investing funds for economic development. Furthermore, it introduces students to the financial services provided by Islamic banks and how they differ from conventional banks. Finally, this course introduces the problems that face Islamic banks in practice including their relationship with the central banks and how they can find solutions for them.
 (Prerequisite: ACF 272)

ACF 305 – Advanced financial Accounting E

The topics covered include the combination accounting according to purchase method and combination shareholders equity method; prepare the conciliated financial

statements of holding and subsidiaries companies at the date of combination and after, long-term leases agreements accountancy, foreign currency concept, transaction and reporting.
(Prerequisite: ACF 204)

ACF 311 – International Accounting Standards
This course introduces international accounting standards (IAS), their issuing, and related topics such as international financial reporting framework, Presentations of Financial statements, it also covers disclosure, (IFRS and IAS3 and other versions, accounting policies such as IAS 8, IFRS 1) inventories, revenues, types of assets and cash flow IAS7.
(Prerequisite: ACF 204)

ACF 312 - Accounting Theory E
This course deals with the concepts of accounting theory through studying many main accounting concepts such as: accounting measurement, accounting principles and standards and revenue recognition and accounting treatments of the inflation.
(Prerequisite: ACF 311)

ACF 322 – Managerial Accounting E
This course emphasizes the use of accounting information for internal purposes as opposed to the external disclosure focus of the financial accounting, and the main topics covered during this course are: Explain Cost Behavior& the features of CVP analysis, preparing master budgets, use relevant information for decision making with a focus on operational decisions and pricing decisions, management control in decentralized organizations, and capital budgeting.
(Prerequisite: ACF 221)

ACF 332 – International Auditing Standards
This course includes a number of topics related to the standards organizing the auditing process and assurance services including: general standards and standards of field work and reporting standards, general objectives for independent auditor, planning and processing of audit, quality control, responsibility of auditor related to fraud and audit risks, auditing reporting, subsequent events, and special consideration for auditing procedures of financial statements.
(Prerequisite: ACF 204)

ACF 342 – Islamic Accounting
This course contains the modern development in Islamic accounting, theoretical and practical, objectives and concepts of financial accounting for Islamic institutions, Islamic accounting standards such as, Mudarabha, Murabha, takaful, the accounting system in Islamic institutions, accounting treatment of many Islamic financial methods operations, and prepares the financial statement of Islamic institutions.
(Prerequisite: ACF 273)

ACF 343 – Computer Applications in Accounting & Finance

This course contains a study of utilizing the computer to develop and maintain accounting record-keeping systems, make management decisions by using accounting and financial data, record daily business transactions, and generate financial statements using Easy-soft hardware program. This course also develops the ability of the student to prepare financial statements, financial analysis, time value of money, valuation of stocks and bonds and capital budgeting.

(Prerequisite: ENG111 + CS104 + ACF151)

ACF 354 – Investment & Portfolio Management

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

(Prerequisite: ACF 252)

ACF 374 – Financial markets

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

(Prerequisite: ACF 151)

ACF 433 – Auditing

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

(Prerequisite: ACF 332)

ACF 435 – Profession Ethics

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

(Prerequisite: ACF 433)

ACF 444 – Accounting Information Systems E

The aim of this subject is to teach the student how to analyze, design, and development of accounting system, dealing with: the general framework of the accounting information system, internal control, coding, accounting database, flow of documents maps, and systems design and its development.
(Prerequisite: 343)

ACF 461 – Financial Analysis

This course will introduce students to the concepts and tools of financial analysis that focuses on the income statement, balance sheet, and cash flow statement. In addition, one key area of financial analysis involves extrapolating the company's past performance into an estimate of the company's future performance. Value and safety of debtors' claims against the firm's assets. It employs techniques such as 'funds flow analysis' and financial ratios to understand the problems and opportunities inherent in an investment or financing decision.
(Prerequisite: ACF 204 + ENG 112)

ACF 491 – Internship

The course is designed to provide students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. It focuses in reinforcing students' practical and transferrable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables them to function well in a culturally diverse working environment. Additionally, it helps students reflect on the skills they are learning and the benefits gained from the internship experience.
(Prerequisite: 90 Credit Hours + ACF 311 + ACF 273)

ACF 499 - Applied Research in Accounting & Finance Science

This course is designed as an introduction to applied accounting research. Students cover the fundamentals of research relating to both financial and management accounting, and investigate, synthesize and communicate accounting information to inform management decisions. The course is designed to build foundation skills for students to successfully conduct applied accounting research that employs qualitative data analysis methods that are employed in accounting practise.
(Prerequisite: ACF 491)

Programme Elective Courses

BA 109 – Principles of Management (2) E

The course deals with the concepts of the organization, its characteristics and legal forms. This course focuses on the provision of a comprehensive understanding of the organization functions (production, marketing, finance, human resource, knowledge & information and management). Additionally, it covers the organization's relationship with the surrounding environment.
(Prerequisite: BA 108)

ECO 208 – Money and Banking

This course is an introductory study of the role of money in the economic system, with emphasis on markets and institutions. There are many areas of this course that naturally lead into different aspects of modern macro-economics. Because of the 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.
(Prerequisite: ECO 102 + ACF 151)

ACF 231 – Taxation Accounting

The course addresses the various aspects of taxation, such as tax payment in general, double taxation, tax evasion and tax equality. In particular, theoretical and practical aspects of the income tax, sales tax laws world are covered, and illustrated through examples and cases.
(Prerequisite: ACF 204)

ACF 241 – Governmental Accounting

This course will cover fundamental concepts of accounting principles and practices in government and not-for-profit organizations. Concepts of budgeting, allocating fund accounting for government units and financial control.
(Prerequisite: ACF 102)

BA 241 – Quantitative Methods in Management E

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

ACF 455 – Corporate Governance

This course deals with a number of topics related to the basic concepts of corporate governance, the evolution of institutional thought, moral challenges facing corporate governance and ten principles for ensuring the effectiveness of corporate governance.
The course also addresses the concept of agency theory, its principles, duties and rights of shareholders and its relationship to corporate governance as well as the role of stakeholders in corporate governance (Audit Committee, Board of Directors, the external auditors, internal auditors).

Furthermore, the course deals with risk management, capital adequacy, management of credit risk, liquidity risk management, Treasury Organization, risk management, portfolio management of stable liquidity, market risk management, Interest-Rate Risk Management, Currency Risk Management, transparency and disclosure in the financial statements of banks and the relationship between risk analysis and supervision on the banks.
(Prerequisite: ACF 354)

ACF 492 – Special Topics in Accounting & Finance
This course introduces some topics in accounting and finance. It enables small groups of advanced students to work on selected accounting and finance topics of interest and develop their ability to follow the relevant literature and do independent work. The contents may change from year to year depending on faculty and student interests.
(Prerequisite: ACF 312)

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APPLIED SCIENCE UNIVERSITY

MASTER IN
ACCOUNTING AND FINANCE

Programme Leader

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Programme Details

Programme Title	Master in Accounting and Finance
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Master Degree
Academic Year	2018-2019
Language of Study	Arabic
Mode of Study	Full Time

Aims of the Programme

· To provide students with deep knowledge and understanding of modern concepts related to accounting, finance, and other fields related to business environment.

· To equip students with the necessary theoretical and practical experiences needed to obtain relevant professional certificates and to pursue postgraduate studies.

· To enable students to carry out critical analysis and evaluation of the problems related to work place settings in order to take the appropriate decisions to solve them.

· To enable students to efficiently and effectively apply the ethics of accounting and finance in accordance with the international standards in all areas of work to serve the community in general.

· To enable students to use advanced technologies related to accounting and finance topics.

· To enable students to carry out advanced scientific research independently or within a team on relevant issues that satisfy the needs of the market and society.

Programme Structure

a. Overall Structure of the Programme

Minimum Study Period   : 1.5 year

Maximum Study Period   : 4 years

Total Credit Hours   : 36 Credit Hours

No. of Courses   : 10 Courses +Thesis

Credit Hour per Course   : 3 credit hours (except for the Thesis - 6 Credit Hours)

b. Levels and Courses

All courses are categorized as compulsory or elective. The student should take 8 compulsory courses equivalent to 24 credit hours plus the Thesis. Elective courses are optional and are those chosen from a list of alternatives. The student should choose 2 elective courses from an approved list of alternative courses equivalent to 6 credit hours. In addition, the student should prepare a Thesis that is equivalent to 6 credit hours.

Programme Compulsory Courses

Course Code	Course Title	Prerequisite	Credit Hour
ACF601	Financial Accounting & International Financial Reporting	-	3
ACF611	Advanced Managerial Accounting	-	3
ACF621	Advanced Auditing	ACF601	3
ACF641	Advanced Financial Management	-	3
ACF642	Portfolio Investments	ACF641	3
ACF651	Financial and Credit Markets	-	3
ACF661	Scientific Research Methodology in Accounting & Finance	-	3
ECO601	Managerial Economics	-	3
ACF669	Thesis	-	6

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 Accounting and Finance	-	3
ACF631	Accounting Information Systems	-	3
ACF643	International Financial Management	ACF641	3
ACF654	Islamic Banking and Finance	-	3
BA664	Strategic Management		3

Programme Intended Learning Outcomes

Upon completion of the programme, the graduate will be able to:

Knowledge and Understanding	
A1	Clarify, profoundly, the modern concepts of accounting, finance, and other related fields and how to use them in practical situations.
A2	Explain the theories of accounting and finance, in a logical manner.
A3	Classify the various financial and operational ratios, indicators, and benchmarks used in measuring the performance of economic units.
A4	Recognize the standards issued by the international organizations and bodies in the accounting and finance fields.

Teaching & Learning Methods:
· Theoretical Lecture
· Discussion & Debates
· Cooperative learning
· Articles and conference papers
· Moodle

Assessment Methods:
· Participations and expressing opinions
· Discussion & Debates

Subject Specific (Practical) Skills	
B1	Use financial and operational ratios, indicators, and benchmarks to identify and solve problems, and to predict and plan for the future in order to confront the challenges in the changing business environment.
B2	Measure the results of various performance reports in order to identify the strengths and weaknesses in the performance of the economic unit.
B3	Apply the most recent accounting & finance theories, techniques, and standards relevant to work place settings.

Teaching and Learning Methods:
· Theoretical Lecture
· Discussion & Debates
· Practical case studies
· Cooperative learning
· Articles and conference papers
· Moodle

Assessment Methods:
· Mid and final examinations
· Presentation and seminars
· Participations and expressing opinions
· Assignments & Projects
· Reports and research

Critical Thinking Skills	
C1	Compare information related to business environment to be used in preparing reports and scientific research.
C2	Analyze, logically, various financial and operational ratios, indicators and benchmarks using the latest advanced technologies.
C3	Evaluate and criticize the findings of accounting and finance reports and scientific research.

Teaching and Learning Methods:
· Theoretical Lecture
· Discussion & Debates
· Practical case studies
· Cooperative learning
· Articles and conference papers
· Moodle

Assessment Methods:
· Mid and final examinations
· Presentation and seminars
· Participations and expressing opinions
· Assignments & Projects
· Reports and research

Transferable Skills	
D1	Develop communication skills to face the challenges of the surrounding environment by using advanced technologies.
D2	Develop personal capabilities to, effectively, work within a team, prepare reports, and propose initiatives.
D3	Make relevant rational decision efficiently and effectively.

Teaching and Learning Methods:
· Discussion & Debates
· Practical case studies
· Cooperative learning
· Presentation and seminars
· Articles and conference papers
· Moodle

Assessment Methods:
· Presentation and seminars
· Participations and expressing opinions
· Assignments & Projects
· Reports and research

Future Careers
Upon successful completion of this programme, the candidate will be exposed to a range of careers in both private and public sectors in financial services, banks, accounting, auditing and insurance companies, and industrial sectors. In addition, providing candidates with new and exciting career opportunities. MAF also provides a basis for further study at the Doctoral level.

Curriculum Mapping

Course Code	Course Name	Programme Outcomes												
		A1	A2	A3	A4	B1	B2	B3	C1	C2	C3	D1	D2	D3
Programme Compulsory Courses														
ACF601	Financial Accounting & International Financial Reporting	X	X	X	X	X	X	X	X	X	X	X	X	X
ACF611	Advanced Managerial Accounting	X	X	X		X	X		X	X	X	X	X	
ACF621	Advanced Auditing	X	X	X	X	X	X	X	X	X	X	X	X	X
ACF641	Advanced Financial Management	X	X	X	X	X	X	X	X	X	X	X	X	X
ACF642	Portfolio Investments	X	X	X		X	X		X	X	X	X	X	
ACF651	Financial and Credit Markets	X	X	X		X	X	X	X	X	X	X	X	
ACF661	Scientific Research Methodology in Accounting & Finance	X	X	X		X	X	X	X	X	X	X	X	
ECO601	Managerial Economics	X	X	X		X	X	X	X	X	X	X	X	X
ACF669	Thesis	X	X	X	X	X	X	X	X	X	X	X	X	X
Programme Elective Courses														
ACF602	Accounting Theory	X	X	X		X	X		X	X		X	X	
ACF603	Contemporary Issues in Accounting and Finance	X	X	X	X	X	X	X	X	X	X	X	X	X
ACF631	Accounting Information Systems	X	X	X		X	X	X	X	X	X	X	X	
ACF643	International Financial Management	X	X	X		X	X	X	X	X	X	X	X	
ACF654	Islamic Banking and Finance	X	X	X		X	X		X	X		X	X	
BA664	Strategic Management	X	X	X		X	X	X	X	X	X	X	X	X

Course Descriptions
Programme Compulsory Courses
ACF 601 –Financial Accounting & International Financial Reporting
This course covers, profoundly, the theoretical and practical frameworks of advanced topics in financial accounting according to the International Financial Reporting Standards (IFRS). It also addresses the objectives, scope and application of IFRS on the preliminary financial statements for the companies that adopt the standards for the first time. The course will also explain share-based payments, business combinations, insurance contracts, non-current assets held for sale and discontinued operations, the exploration for and evaluation of natural resources, financial instruments disclosure, the consolidated financial statements, disclosure of interests in joint ventures, and fair value measurement. **(Prerequisite: None)**

ACF 602 – Accounting Theory
This course covers topics that are related to the accounting theory in terms of its historical development, the philosophical framework to demonstrate essential need for an accounting theory, the uses of accounting theory, the most important approaches to the formulation of accounting theory, deepen students' understanding of the conceptual framework of accounting, the schools of thoughts that explained the theory, and developing student's analytical skills in accounting measurement and disclosure. **(Prerequisite: None)**

ACF 603 – Contemporary Issues in Accounting and Finance
This course covers the theoretical and practical frameworks for a range of contemporary accounting and financial issues through which the student is equipped with deepen explanation and critical analysis skills to find proper solutions to meet the needs of the various beneficiaries and to continuously respond to the requirements of the developments in the accounting and finance fields. The course highlights sustainability accounting, social responsibility performance measures, the framework for intellectual capital accounting, lean accounting, green accounting, Islamic financial engineering, creative accounting, forensic accounting, non-financial indicators for corporate failure, hedging for encountering financial crisis, as well as discussing the latest research related to these issues.
(Prerequisite: None)

ACF 611- Advanced Managerial Accounting
This course focuses on deep explanation of a number of topics that contribute to directing management toward making the decisions that enable them to analyze costs, select among alternatives, pricing products and break even analysis, in addition to recognizing critical analysis as a mechanism for using operational and capital budgets and directing them for serving management. This course contributes in equipping students with the advanced skills of a range of managerial accounting topics that can be implemented to

serve management in decision making. These include: variance analysis, responsibility accounting, and non-traditional cost accounting systems, in addition to emerging issues in managerial accounting through student's positive participation in class discussion, reports, practical case studies, PowerPoint presentations, and synthesizing related articles. **(Prerequisite: None)**

ACF 621 – Advanced Auditing

This course is designed to provide students with the theoretical and practical frameworks for a range of advanced topics in auditing and assurance services in the light of the international auditing standards. The course will address subsequent events and their impact on the auditors' reports, materiality, enterprise risk assessment, risk-based audit, social responsibility audit, environmental audit, money laundry and financial and administrative corruption audit, group audit, joint audit, special audit, auditing public and not-for profit organizations, financial, management, and operational audits. **(Prerequisite: ACF 601)**

ACF 631 – Accounting Information Systems

This course covers a number of advanced topics in accounting information systems, such as collecting and processing data on business transactions, databases, risks facing accounting information systems and their impact on the systems' reliability, strategies for managing these risks, as well as the strategies for developing, analyzing and operating the systems. **(Prerequisite: None)**

ACF 641 - Advanced Financial Management

This course covers the advanced tropics in financial management, such as the concept of financial management and its development, time value of money, risk and return, agency problem and its impact on the firm's value and shareholders' wealth, evaluating long term financial instruments, capital budgeting and their evaluation, cash flow for investment projects and their risk, financing decisions, capital structure, its elements and cost, dividend policy and its impact on the value of the firm. **(Prerequisite: None)**

ACF 642 – Portfolio Investments

This course provides Master students with a comprehensive examination of the key features of investment portfolios. It guides the students to the investment decision process. It focuses on selecting and evaluating the optimal portfolio using a range of models and performance indicators. Topics covered include Capital Asset Pricing Models, selecting an investment portfolio, analyzing and evaluating bonds, stocks, options, and futures. Also, the course includes managing portfolios, measuring the performance of the portfolio manager, Markowitz Model, and practical applications using Meta Trader. **(Prerequisite: ACF641)**

ACF 643 – International Financial Management

This course, profoundly, covers the concept of international financial management, it provides a variety of real-life examples focuses on using financial analysis and solving international financial problems. The course includes the international financial management setting, international monetary system, determining currency exchange rates, the balance of payments, currency markets and derivatives, futures, options, swaps, managing exchange rate risk, conversion risks and operational risks, and financing multinational corporations.

(Prerequisite: ACF 641)

ACF 651 - Financial and Credit Markets

This course is designed to develop general skills for students who seek to enhance their knowledge in the financial markets. The course focuses on the hypothesis of efficient markets, the role of markets as financing sources, hedging instruments, and liquid fund alternatives. This course also explains the general framework of the global financial system and the most important institutions that are involved in. It describes and classifies the financial markets that these institutions and the people operate in, and develops an analytical framework for understanding the prices and returns used in executing financial contracts. The course is evenly divided between the institutional aspects that are related to the organization of the contemporary financial system and the conceptual and analytical methods that are used in understanding the past, present, and future developments in the financial markets. This course provides an integrated analytical framework to understand the effects of economic forces and economic policy on the key variables that determine the success of the business strategies and the risks faced by companies or individuals as a result of changing interest rates, stock prices, and currency exchange rates.

(Prerequisite: None)

ACF 654 –Islamic Banking and Finance

This course covers topics that are related to the theory and practice of Islamic finance in terms of the definition, characteristics, objectives, and instruments. It also deals with Islamic banks in terms of origination, characteristics, constraints, in addition to sources and uses of funds including similarities and differences with conventional banks with a focus on sukuk (Islamic bonds) as an investment instruments witnessing widespread at the regional and international levels. In addition, the course direct students to the usage of financial statements to evaluate the performance of Islamic banks. Finally, the course discusses the risks that face Islamic banks in addition to its role in avoiding financial crises and achieving economic development.

(Prerequisite: None)

ACF 661 – Scientific Research Methodology in Accounting & Finance

This course, profoundly, covers the methodology for conducting a sound scientific research, it addresses the concept of scientific research, its importance and

methodologies, the preparation of a research proposal, problem identification, building research objectives, reviewing and synthesizing literature, and how it can be used to identifying and measuring the research variables, developing hypotheses, deciding on the population and selecting the sample, data sources and collection tools, appropriate statistical tests to analyze data using a statistical package, reading and interpreting the findings, drawing conclusions, presenting recommendations, documentation, and research ethics.

(Prerequisite: None)

ACF 699 - Thesis

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

(Prerequisite: None)

BA 664 – Strategic Management

This course is a capstone course. It focuses on the strategic thinking, strategic analysis, decisions and actions in order to sustain corporate competitive advantage. Additionally, topics covered include strategic leadership, competitive analysis, formulation and implementation of effective strategies in the multi-business firm.

(Prerequisite: None)

ECO 601 – Managerial Economics

This course covers topics related to the theoretical and practical aspects of economic and management theories and their usages in the decision making process. Topics include costs, demand, pricing, market structure, and strategic interaction. The course focuses on profit maximization by firms, market equilibrium in different competitive settings. The course should enhance understanding of how markets operate and develop capability in making economic predictions.

(Prerequisite: None)

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APPLIED SCIENCE UNIVERSITY

DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS

BACHELOR IN MANAGEMENT INFORMATION SYSTEMS

Programme Leader

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Programme Details

Programme Title	Bachelor in Management Information Systems
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Bachelor Degree
Academic Year	2018-2019
Language of Study	English
Mode of Study	Full Time

Aims of the Programme

· Graduates will be able to apply their knowledge and skills for a successful career by enabling through the effective and efficient use of information systems.

· Graduates will conduct themselves ethically and responsibly while contributing to the profession and society.

· Our graduates are equipped with skills required for lifelong learning and advanced studies.

Programme Structure

a. Overall Structure of the Programme

Minimum Study Period   : 3 years

Maximum Study Period   : 8 years

Total Credit Hours   : 135 Credit Hours

No. of Courses   : 45 Courses

Credit Hour per Course   : 3 credit hours

The Courses are set at levels 1, 2, 3, 4 indicating progressively more advanced studies. A student cannot register in a course unless he/she has passed the pre-requisites of that course. This system of prerequisites ensures that a student taking a particular course has undertaken the necessary preparatory work. The aims and outcomes of each course contribute to the overall aims and outcomes of the programme.

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	Business Mathematics	-	3
ACF101	Principles of Accounting 1	-	3
ECO102	Principles of Microeconomics	-	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	Principles of Macroeconomics	ECO102	3
STA101	Principles of Statistics	MATH102	3
ACF151	Financial Management 1	ACF101	3
ARB101	Arabic Language	-	3
POL110	Introduction to Political Sciences	-	3
Total			18

Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hour
MIS231	Programming and Data Structure	CS104	3
BA109	Principles of Management 2 E	BA108	3
BA241	Quantitative Methods in Management E	STA101	3
MIS211	Management Information Systems	BA108+CS104	3
ENG112	Advanced English	ENG111	3
HBH105	Bahrain Civilization & History	-	3
Total			18

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

Year 3

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

Sixth Semester			
Course Code	Course Title	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 System Security	MIS240	3
MIS314	Integrated Information Systems	MIS211	3
MIS321	Information Systems Analysis	MIS344	3
Total			18

Year 4

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

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

b. Levels and Courses

All courses are categorized as compulsory or elective. The student should take 7 university compulsory courses, 9 college compulsory courses and 25 programme compulsory courses. Elective courses are optional and are those chosen from a list of alternatives. The student should choose 2 university elective course (6 credit hours) and 2 programme elective courses (6 credit hours) from an approved list of alternative courses.

University Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ARB101	Arabic Language	-	3
BA161	Introduction to Entrepreneurship	-	3
CS104	Computer Skills	-	3
HBH105	Bahrain Civilization & History	-	3
ENG111	Upper-Intermediate English	-	3
ENG112	Advanced English	ENG111	3
HR106	Human Rights	-	3

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

Course Code	Course Title	Pre-requisite	Credit Hour
Group 1			
ISL101	Islamic Culture	-	3
ISL102	Islamic Ethics	-	3
ISL103	Islam & Contemporary Issues	-	3
Group2			
LIB101	Introduction to Library Science	-	3
MAN101	Man and Environment	-	3
SOC101	Introduction to Sociology	-	3
SPT101	Special Topics	-	3
CS205	Computer Applications	CS104	3
LFS 102	Thinking and Communication Skills Development		3

College Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
ACF101	Principles of Accounting 1	-	3
STA101	Principles of Statistics	MATH102	3
ECO102	Principles of Microeconomics	-	3
MATH102	Business Mathematics	-	3
ECO103	Principles of Macroeconomics	ECO102	3
BA108	Principles of Management 1	-	3
POL110	Introduction To Political Sciences	-	3
BA218	Principles of Marketing	BA108	3
BA307	Methods of Scientific Research	-	3

Programme Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hour
BA109	Principles of Management 2 E	BA108	3
ACF151	Financial Management 1	ACF101	3
MIS211	Management Information Systems	BA108+CS104	3
MIS231	Programming and Data Structure	CS104	3
BA238	Human Resources Management (E)	BA109	3
MIS240	Information Systems Infrastructure	MIS231	3
BA241	Quantitative Methods in Management E	STA101	3
MIS251	Information Resources Management	MIS211	3
MIS255	Knowledge Base Management	MIS211	3
MIS312	E- Decision Support Systems	MIS211	3
MIS314	Integrated Information Systems	MIS211	3
MIS321	Information Systems Analysis	MIS344	3
MIS344	Introduction to Database Systems	MIS240	3
MIS332	Visual Programming	MIS231	3
MIS343	Information Systems Security	MIS240	3
BA349	Operations Management (E)	BA109 + BA241	3
MIS356	Information Systems Auditing	MIS211	3
MIS361	E-Business	MIS211	3
MIS363	Special Topics in Information Systems	MIS312+MIS314	3
MIS422	Information Systems Design & Implementation	MIS321	3
MIS445	Mobile Computing	MIS240	3
MIS454	MIS Ethics	MIS240	3
MIS456	Information Systems Project Management	BA241	3
MIS462	Internship	90 Credit Hours + MIS321	3
MIS464	Applied Research in MIS	MIS462	3

Programme Elective Courses

(6 Credit Hours / 2 Courses to be chosen)

Course Code	Course Title	Pre-requisite	Credit Hour
MIS210	Financial Information Systems	MIS211+ACF101	3
BA258	Organization Theory (E)	BA109+ENG111	3
BA332	Business Communication	BA109+ENG111	3
MIS436	Web Applications Development	MIS361	3
MIS465	Business Intelligence	MIS255+BA108	3

Programme Intended Learning Outcomes

Upon completion of the programme, the graduate will be able to:

Knowledge and Understanding	
A1	Demonstrate an understanding of the concepts of IS, IT, Management, Business, and IS Ethical issues.
A2	Explain the Information Systems (IS) development and the impact of IS on achieving Business strategic competitive objectives.
A3	Identify the enterprise knowledge within which Management Information Systems (MIS) are applied to enhance Business daily activities and the Integration of all activities through Enterprise Recourses Management (ERP) systems.
A4	Describe the required infrastructures, technologies and tools for IS.

Teaching & Learning Methods:
· Deliver theoretical lectures, Tutorial and Discussion
· Direct students to use Textbooks, Library, E-Library, and E-Learning available at ASU
· Encourage students to read supported materials from the Internet
· Generate debate and dialogue in the classroom on various topics in the offered courses

Assessment Methods:
· Written Exams
· Homework
· Assignments & Seminars
· Students' Discussion Groups

Subject Specific (Practical) Skills	
B1	Implement MIS in Business context using the current state of arts.
B2	Use appropriate tools effectively (Software tools and Management tools)
B3	Integrate previously acquired skills (IS, IT, Business) and apply them to solve the facing challenges in business context.

Teaching & Learning Methods:
· Emphasize illustrated examples in the lectures
· Imitate real-world practices during lecture presentation
· Emphasize practical cases and real-world examples
· Emphasize case studies in some subjects that require these cases
· Role playing and generate debate about the content of the specific role of the lecture
· Learning the IT through Lab work

Assessment Methods:
· Written Exams
· Case Studies
· Homework and assignments
· Discussion Groups

Critical Thinking Skills	
C1	Identify the general business problems with the major management challenges.
C2	Analysis and design IT solutions to solve problems using web-based design, programming languages, data bases and IT infrastructure.
C3	Differentiate between the major types of information systems related to decision making and how to distinguish between decision support systems and other .business information systems in Business context

Teaching & Learning Methods:
· Use case studies to identify business and IT problems
· Use modeling methods to analyze and design solutions to the business problems
· Present scenarios that represent management Problems

Assessment Methods:
· Lab test
· Graduation project
· Written exams
· Case studies and presentation

Transferable Skills	
D1	Work and communicate effectively with team (leadership or members).
D2	Self-life Learning in familiar and unfamiliar situations.
D3	Transfer the knowledge and skills gained in the program to solve business problems.

Teaching & Learning Methods:
- Emphasize the use of case studies in the areas of specialization
- Give Student's assignment to study the real field through providing reports from local field environment
- Encourage collective dialogue during lectures through presetting practices from the local and international labor markets

Assessment Methods:
- Graduation research
- Report writing
- Presentation
- Internship

Future Careers
Within the context of Bahrain 2030, and as indicated in Tamkeen study of Bahrain markets, there is a market need for the ITC graduates. The MIS programme curriculum is flexibility organized to prepare the graduate for a wide variety of future careers in public and private sectors such as IT units within organizations, banks, telecommunication companies, education sector, and business firms.

Curriculum Mapping

Course Code	Course Name	Programme Outcomes												
		A1	A2	A3	A4	B1	B2	B3	C1	C2	C3	D1	D2	D3
Programme Compulsory Courses														
ACF101	Principles of Accounting 1	X	X						X	X			X	
STA101	Principles of Statistics				X		X						X	X
ECO102	Principles of Microeconomics	X	X					X		X			X	
MATH102	Business Mathematics				X		X						X	X
ECO103	Principles of Macroeconomics	X	X					X		X			X	
BA108	Principles of Management 1	X	X						X	X		X		
POL110	Introduction to Political Sciences												X	X
BA218	Principles of Marketing	X	X									X		
BA307	Methods of Scientific Research							X	X				X	X
Programme Elective Courses														
BA109	Principles of Management 2 E	X			X	X				X				
ACF151	Financial Management 1	X	X						X	X				
MIS211	Management Information Systems	X	X	X		X			X	X		X		
MIS231	Programming and Data Structure	X	X			X	X			X	X	X	X	
BA238	Human Resources Management (E)	X	X						X	X			X	
MIS240	Information Systems Infrastructure	X	X			X	X		X	X		X		
BA241	Quantitative Methods in Management E	X			X	X	X		X			X	X	
MIS251	Information Resources Management	X	X			X	X		X	X		X		
MIS255	Knowledge Base Management	X	X	X		X	X		X	X	X	X		
MIS312	E- Decision Support Systems	X	X	X		X	X	X	X	X	X	X		
MIS314	Integrated Information Systems	X	X	X	X	X	X		X	X		X		
MIS321	Information Systems Analysis	X	X	X		X	X		X	X		X		
MIS344	Introduction to Database Systems	X	X	X		X	X		X	X		X	X	
MIS332	Visual Programming	X	X			X	X		X	X		X	X	
MIS343	Information Systems Security	X	X	X		X			X	X		X		
BA349	Operations Management (E)	X				X	X		X				X	

Courses Descriptions
University Compulsory Courses

ARB 101 - Arabic Language

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

(Pre-requisite: None)

BA161 - Introduction to Entrepreneurship

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

(Pre-requisite: None)

CS 104 - Computer Skills

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

(Pre-requisite: None)

HBH 105 - History and Civilization of Bahrain

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

(Pre-requisite: None)

ENG 111 - Upper-Intermediate English

The course is the first of two credit English courses which ASU students enrolled in MIS, CS, and ACC bachelor programmes are required to take during their first year of study. It aims at exposing students to a wide variety of reading passages, providing them with adequate practice in scanning to find information from texts, guessing meaning from context, and critical thinking. Grammatical structures are introduced in context with questions that encourage students to work out the rules for themselves. The vocabulary syllabus concentrates on learning new words in lexical sets. ENG111 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.

(Pre-requisite: None)

ENG 112 - Advanced English

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

(Pre-requisite: ENG 111)

HR 106 - Human Rights

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

(Pre-requisite: None)

University Elective Courses

ISL 101 - Islamic Culture

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

(Pre-requisite: None)

ISL 102 - Islamic Ethics

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

(Pre-requisite: None)

ISL 103 - Islam and Contemporary Issues

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

(Pre-requisite: None)

LIB 101 - Introduction to Library Sciences

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

(Pre-requisite: None)

MAN 101 - Man and Environment

The course deals with issues related to the relationship between human beings and the environment they live in focusing on the environment of university students. It draws the students' attention to the importance of environment and the necessity to take care of it.

(Pre-requisite: None)

SOC 101 - Introduction to Sociology

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

(Pre-requisite: None)

SPT 101 - Special Topics

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

(Pre-requisite: None)

CS 205 - Computer Applications

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

(Pre-requisite: CS 104)

LFS 102 - Thinking and Communication Skills Development

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

(Pre- requisite: None)

College Compulsory Courses

ACF 101 - Principles of Accounting 1

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

(Pre-requisite: None)

STA 101 - Principles of Statistics

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

(Pre-requisite: MATH 102)

ECO 102 - Principles of Microeconomics

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

(Pre-requisite: None)

MATH 102 - Business Mathematics

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

(Pre-requisite: None)

ECO 103 - Principles of Macroeconomics

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

(Pre-requisite: ECO 102)

POL 110 - Introduction to Political Sciences

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

(Pre-requisite: None)

BA 108 - Principles of Management 1

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

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

(Pre-requisite: None)

BA 218 - Principles of Marketing

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

(Pre-requisite: BA108)

BA 307 - Methods of Scientific Research

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

(Pre-requisite: None)

Programme Compulsory Courses

BA 109 – Principles of Management 2 E

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

 (Prerequisite: BA 108)

ACF 151 – Financial Management 1

This course will introduce students to the concepts and tools of financial management. The focus of the course is decision making in a financial context. It therefore examines the techniques that are used in businesses to make decisions that are consistent with the efforts to increase the wealth of the owners of the business in a corporate environment.

The topics covered include but not limited to the valuation of future cash flows, the valuation of stocks and bonds, capital budgeting, risk and return and long term financing. **(Prerequisite: ACF 101)**

MIS 211 – Management Information Systems

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

(Prerequisite: CS 104 + BA 108)

MIS 231 – Programming and Data Structure

This course introduces the students to the concepts of structured programming. It also introduces them to data structures types and the primitive operations associated with each type. Topics to be covered in this course are: Algorithms, C++ 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.

(Prerequisite: CS 104)

MIS 332 – Visual Programming

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

(Prerequisite: MIS 231)

BA 238 – Human Resources Management (E)

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

(Prerequisite: BA 109)

BA 241 – Quantitative Methods in Management E

This course provides an introduction to the concepts and applications of quantitative methods in management. It develops mathematical and statistical competence necessary to facilitate progression in courses such as Operations Management and Business Decision Making, however this course builds on the concepts and analytical taught in Principle of Statistics (STA 101). This course focuses on developing quantitative

methods, such as, linear programming, sensitivity and duality theory, transportation and assignment problems, network and queuing theory in addition to waiting line, game theory and simulation. Quantitative methods are used throughout business, government and non-profit sector of the economy. An effective participation in decision-making must be able to understand and interpret statistical data.
(Prerequisite: STA 101)

MIS 240 – Information Systems Infrastructures
This course introduces the students to the Information Technology infrastructure needed for using and implementing the information systems. Topics related to operating systems (structure, functionality, types, & Security), Computer Networks (Component, Protocols, and Applications), Cloud computing, and Data centers are to be covered in this course.
(Prerequisite: MIS 231)

MIS 251 – Information Resources Management
The course aims to introduce to the student how the information resources are managed in a business corporate. The material covered in this course includes the impact of IT on Business, the IT strategy, the IT Governance, IT processes. It planning, the CIO and his roles in Business, and IT organization.
(Prerequisite: MIS 211)

MIS 312 – E- Decision Support Systems
The aim of this course is to explore the area of decision support systems and investigate the fundamental techniques associated with them to support decision- making process. Also to develop the understanding of the methodologies, technologies, and modeling used in Decision Support Systems and Business Intelligence.
(Prerequisite: MIS 211)

MIS 314– Integrated Information Systems
This course aims to develop knowledge and understanding of concepts of systems integration together with the information systems (Supply Chain Managements and Customer Relationship Management), Enterprise Resource Planning Systems (ERP). The students will learn about the characteristics, benefits, weaknesses and areas of application of all the mentioned systems. The course also introduces to the students the SAP/R/ R3 or BIPA ERP system as an example for ERP systems.
(Prerequisite: MIS 211)

MIS 321 – Information Systems Analysis
This course introduces students to information systems analysis and provides Skills in Information Systems requirements analysis and logical system Specifications. The student will learn several systematic approaches and tools for the analysis process management. The students will also learn techniques that will allow them to analyze systems in a team environment.
(Prerequisite: MIS 344)

MIS 344– Introduction to Database Systems

This course introduces topics that include the traditional files problems, database systems concepts, database systems evolution, database types, entity, attributes, relationship, and relationship degree, database architecture, database modeling methods, data definition and manipulation languages, SQL.
(Prerequisite: MIS 240))

MIS 343 – Information Systems Security

This course covers various topics to the security principles and practices for information systems. Topics include basic information security concepts, common attacking techniques, basic cryptographic tools, authentication and access control. The course extended to include topics related to information systems security such as malicious software, common security policies and management, physical security, and legal and ethical issues in information systems security.
(Prerequisite: MIS 240)

BA 349 – Operations Management (E)

The course is designed to provide students with the knowledge and skills relevant with the efficient transformation of inputs (materials, labor, capital and management) into outputs (products or services) in a manner that explores the firm value propositions to its customers and complies with the business strategy of this firm. Topics include product selection & design, capacity planning, process selection, facilities location and design, scheduling, aggregate production planning, and Material Requirements Planning (MRP), and Modern Manufacturing Systems and Future Plant.
(Prerequisite: BA 109 + BA 241)

MIS 255 – Knowledge Based Management

This course introduces students the concepts of Knowledge management and forces driving knowledge management Systems. Students will learn about the issues in knowledge management, knowledge management systems solutions and foundation, knowledge organizations, knowledge management systems infrastructure, knowledge management systems technologies, developing knowledge application systems, and types of knowledge application systems.
(Prerequisite: MIS 211)

MIS 356–Information Systems Auditing

This course introduces the fundamental concepts of the information systems audit and control function. The main focus of this course is on understanding auditing controls, the types of controls and their impact, and how to manage and audit them. The concepts and techniques used in information technology and information systems audits will be presented. Students will learn audit management; dealing with best practices, standards, and regulatory requirements governing information and controls is addressed.
(Prerequisite: MIS 211)

MIS 361– E-Business

This course aims to covers the concepts related to e-Business and e-Commerce. Topics include: the different types of e-Business Models, e-Business Design, Development and Management; Online Monetary Transactions, Internet Marketing, Affiliate Programs, and e-Customer Relationship Management.
(Prerequisite: MIS 211)

MIS 363–Special Topics in Information Systems

This course focuses on a new development or application of technology related to information systems. The intention is to provide a rapid response to current trends, with topic and content changing with each offering. Examples of topics which might be offered include: soft systems, intellectual property, e-government, or some special aspect of one of these technology trends, and their implications for information system development and use.
(Prerequisite: MIS 312 + MIS 314)

MIS 422 – Information Systems Design & Implementation

This course introduces the student to the methodologies of design and Implementation of Information Systems. The topics covered in this course includes: Information systems development review, converting new system specification to design, designing effective output, designing effective input, Database design, designing effective user interface(GUI, I/O FORM DESIGN, ..etc.), designing accurate data entry procedures, design documentation, coding, testing, getting user approval, user training and system implementation.
(Prerequisite: MIS 321)

MIS 464 – Applied Research in MIS

In this course, students apply different computer algorithms and methodologies to one of the research - oriented real life problems. This gives the opportunity for individual student, to take the responsibility of executing an investigative research, with guidance from a supervisor. He/she will use knowledge and skills gained in earlier studied modules in working with his/her supervisor. Students will be required to plan work and meet deadlines. They also need to demonstrate the outcome of the investigation and write a comprehensive report. Students should enjoy the freedom of this experience.
(Prerequisite: MIS 462)

MIS 445 – Mobile Computing

This course introduce students to mobile computing; mobile computing platforms; wireless networks; architectures; security and management; mobile computing applications such as mobile messaging, mobile agents, and sensor applications. Students will come to understand the impact of mobile computing on organizations and the implications for management and business.
(Prerequisite: MIS 240)

MIS 454 – MIS Ethics

This course aims to introduce students to the concepts of ethics related to information systems and their management, including fundamental concepts of ethics, ethical standards of information systems (IS) professionals and users, and ethical issues related to privacy, and computer and Internet crimes.
 (Prerequisite: MIS 240)

MIS 456 – Information Systems Project Management

This course discusses the processes, methods, techniques and tools to manage information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organization.
(Prerequisite: BA 241)

MIS 462 – Internship

The course is designed to provide management information systems students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. It focuses on reinforcing students' practical and transferable skills where further industry knowledge and skills necessary for professional advancement are acquired and developed. This course enables them to function well in a culturally diverse working environment. Additionally, it helps students reflect on the skills they are learning and the benefits gained from the internship experience.
(Prerequisite: 90 Credit Hours + MIS 321)

Programme Elective Courses

MIS 210– Financial Information Systems

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.
(Prerequisite: MIS 211 + ACF 101)

BA 258 – Organization Theory (E)

The course deals with the major topics and issues related to organizational theory that helps the student in understanding and analysing organizations. This course examines what an organization is and how it functions, why organizations exist, and what objectives do they pursue. It also 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 scaling and research instrument design and sampling design.
(Prerequisite: BA 109 + ENG 111)

BA 332 – Business Communication

The course deals with the basic concepts of written and oral business communications. This course focuses on the importance of communication process, its objectives and types. It enables students to achieve competencies in business writing, including good and bad news business letters, memoranda, electronic mail, persuasive messages and formal reports. The course promotes student capacity in using electronic communication and technology appropriate to contemporary business functions. Additionally, it paves the way for student acquisition of life- long learning skills.
(Prerequisite: BA 109 + ENG 111)

MIS 436 – Web Applications Development

This course will introduce concepts in programming web application servers. 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.
(Prerequisite: MIS 361)

MIS 465 – Business Intelligence

This course introduces the concepts of Business Intelligence together with its capabilities which include organizational memory capabilities, integration capabilities, presentation capabilities and Business Intelligence tools and techniques.
(Prerequisite: MIS 355 + BA 108)

ASU

جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

DEPARTMENT OF POLITICAL SCIENCE

BACHELOR IN
POLITICAL SCIENCE

Programme Leader

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Programme Details

Programme Title	Bachelor in Political Science
Awarding Institution	Applied Science University
Teaching Institution	Applied Science University
Programme Licensed by	Ministry of Education, Kingdom of Bahrain
Final Qualification	Bachelor Degree
Academic Year	2018–2019
Language of Study	Arabic
Mode of Study	Full Time

Aims of the Programme

· Meeting the needs of the community in the Kingdom of Bahrain and the Gulf region through graduating qualified specialists in the field of political science to work in universities, research centres, ministries, public and private institutions, and media and public opinion institutions.

· Establishing and developing the scientific research skills among the students in the various fields of political science.

· Qualifying the students for higher studies in the field of political science.

· Contributing to political socialization, deepening the values of good citizenship, and inculcating the behavioural and national values based on dialogue, tolerance and respect for others.

Programme Structure

A . Overall Structure of the Programme

Minimum Study Period   : 3 Years

Maximum Study Period   : 8 Years

Total Credit Hours   : 135 Credit Hours

No. of Courses   : 45 Courses

Credit Hours per Course   : 3 Credit Hours

The courses are set at levels 1, 2, 3 and 4 indicating progressively more advanced studies. A student cannot register for a course unless he/she has passed the pre-requisites for that course. This system of prerequisites ensures that a student taking a particular course has undertaken the necessary preparatory work. The aims and outcomes of each course contribute to the overall aims and outcomes of the programme.

Study Plan

Year 1

First Semester			
Course Code	**Course Title**	**Pre-requisite**	**Credit Hours**
POL101	Introduction To Political Sciences	-	3
POL131	Principles of International Relations	-	3
POL141	Principles of Diplomacy	-	3
ECO104	Principles of Microeconomics	-	3
BA303	Methods of Scientific Research	-	3
ENG101	English Language1	-	3
Total			18

Second Semester			
Course Code	**Course Title**	**Pre-requisite**	**Credit Hours**
POL124	Principles of Law	-	3
POL221	Comparative Political Systems	POL101	3
CS101	Computer Skills	-	3
BA161	Introduction to Entrepreneurship	-	3
ECO105	Principles of Macroeconomics	ECO104	3
MATH101	Business Mathematics	-	3
Total			18

Year 2

Third Semester			
Course Code	Course Title	Pre-requisite	Credit Hours
POL211	Ancient & Medieval Systems	POL101	3
POL122	Bahrain's Political System	POL101	3
POL251	Political Sociology	POL101	3
POL234	International Organizations	POL131	3
ENG102	English Language 2	ENG101	3
-	University Elective	-	3
Total			18

Fourth Semester			
Course Code	Course Title	Pre-requisite	Credit Hours
POL233	Geopolitics	POL131	3
POL252	Political Development	POL251	3
STA101	Principles of Statistics	MATH101	3
POL125	Constitutional Law	POL 124	3
POL361	Methodology of Political Science	BA303	3
-	University Elective	-	3
Total			18

Year 3

Fifth Semester			
Course Code	Course Title	Pre-requisite	Credit Hours
HBH105	Bahrain Civilization & History	-	3
POL312	Modern & Contemporary Political Thought	POL211	3
ARB101	Arabic Language	-	3
POL324	Arab Political Systems	POL221	3
BA101	Principles of Management 1	-	3
HR106	Human Rights	-	3
Total			18

Sixth Semester			
Course Code	Course Title	Pre-requisite	Credit Hours
POL342	Comparative Foreign Policy	POL131	3
POL343	Diplomacy in Theory & Practice	POL141	3
POL362	Field Training	Credit Hours 90	3
BA211	Principles of Marketing	BA101	3
POL313	Political Theory	POL101	3
Total			15

Year 4

Seventh Semester			
Course Code	Course Title	Pre-requisite	Credit Hours
POL465	Ethics in Politics	POL312	3
POL434	The Theories of International Relations	POL131	3
POL445	Readings in Diplomacy E	ENG102 + POL343	3
POL438	International Economic System	POL131	3
-	Programme Elective	-	3
Total			15

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

B . Levels and Courses

All courses are categorized as compulsory or elective. The student should take 7 university compulsory courses, 9 college compulsory courses and 25 programme compulsory courses. Elective courses are optional and are those chosen from a list of alternatives. The student should choose 2 university elective course (6 credit hours) and 2 programme elective courses (6 credit hours) from an approved list of alternative courses.

University Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hours
ARB101	Arabic Language	-	3
BA161	Introduction to Entrepreneurship	-	3
CS104	Computer Skills	-	3
HBH105	Bahrain Civilization & History	-	3
ENG101	English Language 1	-	3
ENG102	English Language 2	ENG101	3
HR106	Human Rights	-	3

University Elective Courses
(3 credit hours / 1 course to be chosen from each group)

Course Code	Course Title	Pre-requisite	Credit Hours
Group 1			
ISL101	Islamic Culture	-	3
ISL102	Islamic Ethics	-	3
ISL103	Islam & Contemporary Issues	-	3
Group2			
LIB101	Introduction to Library Science	-	3
MAN101	Man and Environment	-	3
SOC101	Introduction to Sociology	-	3
SPT101	Special Topics	-	3
CS205	Computer Applications	CS104	3
LFS 102	Thinking and Communication Skills Development		3

College Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hours
ACC101	Principles of Accounting 1	-	3
BA101	Principles of Management 1	-	3
MATH101	Business Mathematics	-	3
POL101	Introduction To Political Sciences	-	3
STA101	Principles of Statistics	MATH101	3
ECO104	Principles of Microeconomics	-	3
ECO105	Principles of Macroeconomics	ECO104	3
BA211	Principles of Marketing	BA101	3
BA303	Methods of Scientific Research	-	3

Programme Compulsory Courses

Course Code	Course Title	Pre-requisite	Credit Hours
POL122	Bahrain's Political System	POL101	3
POL125	Constitutional Law	POL 124	3
POL124	Principles of Law	-	3
POL131	Principles of International Relations	-	3
POL141	Principles of Diplomacy	-	3
POL211	Ancient & Medieval Systems	POL101	3
POL221	Comparative Political Systems	POL101	3
POL234	International Organizations	POL131	3
POL233	Geopolitics	POL131	3
POL251	Political Sociology	POL101	3
POL252	Political Development	POL251	3
POL312	Modern and Contemporary Political Thought	POL211	3
POL313	Political Theory	POL101	3
POL324	Arab Political Systems	POL221	3
POL342	Comparative Foreign Policy	POL131	3
POL343	Diplomacy in Theory & Practice	POL141	3
POL361	Methodology of Political Science	BA303	3
POL362	Field Training	Credit Hours 90	3
POL434	The Theories of International Relations	POL131	3
POL439	Contemporary International Issues E	POL131+ ENG102	3
POL438	International Economic System	POL131	3
POL445	Readings in Diplomacy E	ENG102 + POL343	3
POL463	Readings in Politics E	ENG102	3
POL464	Applied Research in Political Science	POL362 + POL361	3
POL465	Ethics in Politics	POL312	3

Programme Elective Courses

(6 Credit Hours/ 2 Courses to be chosen)

Course Code	Course Title	Pre-requisite	Credit Hours
POL246	Arabs' Neighbouring Countries	POL131	3
POL326	Electoral Systems	POL221	3
POL353	Political Parties	POL251	3
POL366	Special Topics in Political Science	POL101	3
POL414	Contemporary Political Ideologies	POL312	3
POL436	International Crisis Management	POL131	3
POL467	Strategic Studies	POL101	3
POL354	Public Opinion & Media	POL251	3

Programme Intended Learning Outcomes

Upon completion of the programme, the graduate will be able to:

Knowledge and Understanding	
A1	Understand the terminology and basic concepts in political science.
A2	Be acquainted with the main branches of political science.
A3	Explain the nature of political issues and phenomena.
A4	Know the mechanisms and strategies of political work.

Teaching and Learning Methods:
· Theoretical lectures on all courses for the Bachelor in Political Science programme
· Conventional questions and answers
· Interactive learning
· Preparing files from certain readings on the issues related to the course
· Mind maps
· Case studies
· Presenting models for the methods of quotation
· Discussing research proposals
· Electronic competitions
· Managing dialogue and discussions through electronic communication systems

Assessment Methods:
· Written exams
· Homework
· Evaluating participation in dialogue and discussion

· Discussing the case studies related to the programme in the fields of knowledge offered for the academic programme
· Discussing the students' work as reports

Subject Specific (Practical) Skills	
B1	Apply the theoretical and analytical frameworks that the students study on real-life situations.
B2	Use the information obtained through the study of analysing and interpreting political phenomena.
B3	Contribute (individually or collectively) to preparing reports or research papers about some theoretical and practical political cases on local, regional and global issues, according to the nature of each course.

Teaching and Learning Methods:
· Simulation models
· Reporting
· Preparing research
· Case studies
· Identifying forms of plagiarism (using Turnitin)
· Training on the use of several sources to support one idea (syntheses)
· Paraphrasing
· Practical training using models for the methods of data collection, transcription and analysis
· Elaborating on the explanatory examples in lectures
· Role plays
· Lectures on maps
· Practical training on political maps using information technology
· Training in the practical collection, organization and indexing of geographic data by the application of scientific research rules
· Simulating real-time practices during the presentation of lectures
· Lectures using graphs
· Elaborating on the applicable cases, practical examples and case studies in those subjects that require these
· Conducting applicable research within the graduation projects by focusing on the topics of political performance, political groups and powers, regional organizations, regional cooperation, international issues and international systems
· Scientific trips and field visits to worksites related to the specialization

Assessment Methods:
· Examining the student's ability to understand and analyse the content of the case studies
· Examining the student's ability to analyse problems and find appropriate solutions to them

· Reports and research prepared by students in every field of knowledge presented in the programme

Critical Thinking Skills	
C1	Analyse the basic concepts of political thought, political systems, political sociology and international relations.
C2	Determine the main local, regional and international political problems, and propose solutions.
C3	Contribute to the abstraction and extraction of the laws that govern political phenomena.

Teaching and Learning Methods:
· Lectures
· Methods of presenting scientific problems
· Interactive learning
· Presenting cases that promote creative analysis and thinking
· Forms of analysis of political phenomena/problems
· Applying the methods of comparative analysis to highlight the similarities and differences between political systems and institutions
· Using a case-study approach to define the elements of the problem in accordance with the nature of the course
· Training the student on creating suitable solutions to various problems and political, regional, international and local cases
· Using brainstorming

Assessment Methods:
· Exams that require a comparison between different political systems and institutions
· Exams based on abstracting and theorizing on specific topics
· Assigning students – through exams or homework assignments – to propose solutions to important political problems
· Initiation of discussions in the classroom about specific topics
· Quizzes

Transferable Skills	
D1	Communicate with others, and work within a team to develop ideas and proposals, then present them and suggest effective solutions.
D2	Act as part of a team to solve problems through the division of work and complementary roles.

Teaching and Learning Methods:
· Providing the student with a set of terms in the field of their specialization
· Practical training in the use of maps
· Developing communication skills in Arabic and English, as required by the specialization within the programme
· Providing the student with some applicable academic cases
· Involving the students in group research projects, and discussing and concluding their results
· Debates
· Political terms
· Teaching parts of the Arabic courses in English

Assessment Methods:
· Examining the student's ability to solve the problems in the case studies
· Examining the student's ability to apply the models relevant to the courses that have a practical dimension
· Examining the student's ability to perform research within the accepted theoretical frameworks and criticize them

Future Careers
· Programme graduates can be employed in the following areas:
· The Ministry of Foreign Affairs
· Parliament
· Shura Council
· The Prime Minister's office
· The Royal court
· The Ministry of Defence
· The Ministry of the Interior
· The National Security Agency
· The Media Affairs Authority
· The Bahrain Institute for Political Development
· National non-governmental organizations
· Local newspapers
· The Ministry of Justice and Islamic Affairs
· The Ministry of Municipalities
· Diplomatic organizations
· International organizations
· Bahrain Centre for Strategic, International Studies and Energy

Curriculum Mapping

Course Code	Course Name	Programme Outcomes													
		A2	A3	A4	B1	B2	B3	C1	C2	C3	C4	D1	D2	D3	D4
College Compulsory Courses															
ACC101	Principles of Accounting 1	X	X	X	X	X			X	X	X		X		
BA101	Principles of Management 1						X						X	X	
BA211	Principles of Marketing					X		X					X	X	
BA303	Methods of Scientific Research												X	X	
ECO104	Principles of Microeconomics			X		X	X	X					X	X	
ECO105	Principles of Macroeconomics			X		X	X	X					X	X	
MATH101	BUSINESS MATHEMATICS												X	X	
POL101	Introduction To Political Sciences	X	X	X	X	X			X	X	X		X		
STA101	Principles of Statistics			X										X	
Programme Compulsory Courses															
POL122	Bahrain's Political System	X	X	X		X	X		X	X	X		X		
POL124	Principles of Law	X	X	X		X	X		X	X			X		
POL125	Constitutional Law	X	X	X		X			X	X			X		
POL131	Principles of International Relations	X	X	X	X				X				X		
POL141	Principles of Diplomacy	X	X	X					X	X			X		
POL211	Ancient & Medieval Systems	X	X	X	X	X			X	X	X		X		
POL221	Comparative Political Systems	X	X	X		X	X		X	X	X		X		
POL234	International Organizations	X	X	X		X	X		X	X	X		X		
POL233	Geopolitics	X	X	X		X	X		X	X	X		X	X	
POL251	Political Sociology	X	X	X		X			X	X			X	X	
POL252	Political Development	X	X	X	X	X	X		X	X	X		X		
POL312	Modern & Contemporary Political Thought	X	X	X	X				X	X	X		X		
POL313	Political Theory	X	X	X					X	X	X		X		

Curriculum Mapping

Course Code	Course Name	Programme Outcomes														
		A1	A2	A3	A4	B1	B2	B3	C1	C2	C3	C4	D1	D2	D3	D4
Programme Compulsory Courses																
POL324	Arab Political Systems	X	X	X		X			X	X	X		X			
POL342	Comparative Foreign Policy	X	X	X		X			X	X	X		X			
POL343	Diplomacy in Theory & Practice	X	X	X		X	X		X	X	X		X	X		
POL361	Methodology of Political Science	X	X	X	X	X	X		X	X			X	X		
POL362	Field Training	X	X	X		X	X		X	X	X		X	X	X	X
POL434	The Theories of International Relations	X	X	X		X	X		X	X	X		X			
POL439	Contemporary International Issues E	X	X			X			X	X	X		X			
POL438	International Economic System	X	X	X		X			X	X	X		X			
POL445	Readings in Diplomacy E	X	X			X			X	X	X		X			
POL463	Readings in Politics E	X	X			X			X	X	X		X			
POL464	Applied Research in Political Science	X	X	X		X	X	X	X	X	X		X	X		
POL465	Ethics in Politics	X	X	X					X	X	X		X			
Programme Elective Courses																
POL246	Arabs' Neighbouring Countries	X	X	X		X	X		X	X	X		X			
POL326	Electoral Systems	X	X	X		X			X	X			X			
POL353	Political Parties	X	X	X		X	X		X	X			X			
POL366	Special Topics in Political Science	X	X	X	X	X	X		X	X	X		X			
POL414	Contemporary Political Ideologies	X	X	X		X			X	X	X		X			
POL436	International Crisis Management	X	X	X	X	X			X	X	X		X	X		
POL467	Strategic Studies	X	X	X		X			X	X	X		X			

Course Descriptions
Programme Compulsory Courses
POL 101 – Introduction to Political Sciences
This course aims to identify the basic concepts and terminology in the field of political science, such as the concept of politics and political science, the relationship between political science and other humanities, and the research methods in political science. It also identifies the state, its concept, its origin and its function. It aims to provide the basic ideas of some of the ancient Greek and Roman thinkers. It includes the most important thinkers of the Renaissance, religious reform, and the modern century; the kinds of states, the kinds of governments and the issues of the political sociology, such as the relationship between the state and the society; and the study of parties and public opinion. It gives a general idea about international politics, international organizations and international law.
(Prerequisite: None)

POL 124 – Principles of Law
This course deals with the concept of law, its characteristics, and the relationship between law and the social sciences. It examines the concept of the legal base, and its characteristics, sources and divisions. It also addresses the definition of public law and private law, identifying the rights and the types of rights, the pillars of rights, and the legal protection of rights. It covers the concept of legal personality, its characteristics and kinds.
(Prerequisite: None)

POL 122 – Bahrain's Political System
This course covers the definition of the political system and its characteristics. This is in addition to studying the constitutional framework and the constitutional framework of the Bahraini political system, including organizing the authorities' organization and the relationship between them. It shows the map of the Bahraini political forces, and the map of the Bahrain political regime and its movement.
 (Prerequisite: POL 221)

POL 125 – Constitutional Law
This course deals with the concept of the constitution, constitutional law, sources of constitutional law, its development and its types. It analyses the relationship between the constitution and the political regime, the ways it has been amended, and its modifications. It also compares and distinguishes between the censorship of the constitution of laws, and compares different constitutions.
(Prerequisite: POL 124)

POL 131 – Principles of International Relations
This course handles the concept of international relations and the key related theories, in addition to the courses for international relations. In addition, it covers the phases of development of the international political system, its properties and the key factors that affect it; the study of foreign policy and mechanisms of its implementation; and the effect

of decision-makers on international relations. Furthermore, the course includes the forms of decisions that have a deep effect on the overall international conditions. Finally, it will handle the principle of the balance of power and social security system in international relations. **(Prerequisite: None)**

POL 141 – Principles of Diplomacy

This course comprises the related concepts and characteristics of diplomacy. The course also handles the historical development of diplomacy in some ancient societies. This course examines the concept of diplomacy, and the study of the development and characteristics of modern diplomacy. In addition, it includes the study of some forms of diplomatic work, particularly diplomacy between heads of states, ministers of foreign affairs, special diplomatic missions and public diplomacy. It also covers the sources of the rules of permanent diplomatic exchanges and its conditions, the conditions of its practice and permanent diplomatic missions. Finally, the course deals with the end of diplomatic missions in reference to the reasons for and consequences of this. **(Prerequisite: None)**

POL 211 –Ancient & Medieval Systems

This course deals with the study of political thought in both the Western and the Islamic world in ancient and medieval times. It also includes examples of senior intellectuals in the Western (Greek and Roman thought, and Christian political thought that came before the Renaissance) and Islamic civilizations, from the beginning of Islam in the Arabian Peninsula in the seventh century to the period of the Renaissance in Europe. It highlights the possibility of benefiting from it in contemporary times by focusing on the understanding of political phenomena, and the study of the issues that attracted political thought in the ancient and medieval eras. This is in addition to the study of the key ideas of some Arab and Muslim intellectuals. **(Prerequisite: POL 101)**

POL 221 – Comparative Political Systems

This course deals with comparative political systems from a comparative analytical perspective, based on many courses on the study of comparative political systems. It focuses on the study of the characteristics of the various political regimes, such as presidential, parliamentary and mixed regimes, and parliamentary assemblies. The course includes applied models, such as the American regime, the British regime, the Swiss regime and the French regime, and other examples from developing countries. In addition, it covers the future of political regimes under globalization. **(Prerequisite: POL 101)**

POL 234– International Organizations

This course deals with international organizations as active units in the international regime besides the other units. The course handles their concept, historical beginning, objectives, membership conditions and institutional structure. In addition, this course includes an evaluation of the jobs and work done by the international organizations, and their effect on the international system. It analyses the effect of globalization and

international variables on the effectiveness of an international organization. The course focuses on examples such as the United Nations, its branches and specialized agencies; the League of Arab States; the Gulf Cooperation Council; and the Organization of African Unity.
 (Prerequisite: POL 131)

POL 233 – Geopolitics
This course deals with the concepts of political geography, its relations with geopolitics and the differences between them. It also discusses the research methods used in each. It examines the elements of the state, nature, humans and the economy; its impact on the political internal attitude of the state; and its regional and international role. The course deals with the theories of force and their effect on international politics until the Second World War. It also discusses the influence of technological developments on political geography and its modern concepts. It includes the study of cases for some of the regional border disputes in some Arab countries, including the Arabian Gulf and, in particular, the Kingdom of Bahrain. It also focuses on the geopolitical characteristics of the Arab world.
(Prerequisite: POL 131)

POL 251 – Political Sociology
This course deals with the study of issues and political social concepts, and the relationship between the state and society. The course also discusses political classes, the role social establishments play, and public opinion trends and the factors that influence them. In addition, it reveals the social movements, political parties, pressure groups and lobbies, interests, political awareness, bureaucracy and political ideology.
(Prerequisite: POL 101)

POL 252 - Political Development
This course handles the concept of political development and its place in political science, as well as the various theories of political development. The course teaches the student the tools, assets and crises of political development, in addition to the role of political development in the development of the capacities of a political system. The course reviews examples and case studies for political development.
(Prerequisite: POL 251)

POL 312 – Modern & Contemporary Political Thought
This course deals with the development of political thinking since the Renaissance, and the religious reforms in Europe and the present time. Since thought is an outcome of reality, this course handles the study of the social and political dimensions of the environment that contribute to forming the main ideas of the modern and contemporary intellects. It also covers the ideas of the Arab and Muslim thinkers, which deal with power, authority, the emergence of the state, the relationship between the ruler and the ruled, the relationship between politics and behaviour, and the distribution of the ruling regimes.
(Prerequisite: POL 211)

POL 313 – Political Theory

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

(Prerequisite: POL 101)

POL 324 – Arab Political Systems

The curriculum for this course handles the concept and features of the Arab political systems; the classification standards, the environments, the mechanisms of decision making, and the constitutional and legal framework thereof; as well as the ideologies prevailing within the Arab world and Arab civil society organizations. Moreover, the curriculum handles the Arab regional system and subsidiary regional systems by studying the internal and external environment thereof; some examples of the Arab political systems, the general features thereof and the most important issues thereof; as well as some examples of the Arab political systems.

(Prerequisite: POL 221)

POL 342 – Comparative Foreign Policy

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

(Prerequisite: POL 131)

POL 343 – Diplomacy in Theory & Practice

This course handles the study of the concept of diplomacy as a basic means of relations among countries and their role in international diplomatic work, particularly under globalization and the communication revolution. In addition, it covers the study of the preparation of diplomatic executives, such as specialized institutes and institutions. The course includes the function of diplomatic language and art of its use, as well as its importance in the performance of the work of diplomatic missions. In addition, this course covers the study of the diplomatic corpus, the functions of its dean and its role in drawing up the relations of the corpus members, plus the protection of diplomatic immunities and privileges on the level of practice. The course deals with the central and

ancillary agencies of the foreign relations department, the role of military and security organizations in the decision-making on foreign relations, interference in the tasks of those agencies, and the means of cooperation between them. The course reviews the diplomacy of international conferences; the diplomacy of international organizations; some other types of diplomacy, such as preventive diplomacy, forced diplomacy, direct diplomacy, summit diplomacy, events diplomacy, secret diplomacy, public diplomacy and popular diplomacy; and the role of opinion in diplomatic work.
(Prerequisite: POL 141)

POL 361 – Methodology of Political Science
This course deals with the study of the scientific methods used in political science. It focuses on the core concepts of political phenomena and how to analyse them. The course explains the moral dimensions used in the production of knowledge. This course assists the student to truly identify some of the general approaches, such as the historical, descriptive and comparative approaches, in addition to approaches in political science such as the systematic, institutional, groups and distinguished approaches. This course also assists the student to identify the quantitative and qualitative methods for gathering data and information used in the political research methods. This includes core issues such as gathering data and organizing its use, quotations, margins, reference documentation and scientific language. It also trains students on scientific presentations.
(Prerequisite: BA 303)

POL 362 – Field Training
This course is designed to offer the students of political science the chance to gain experience in the workplace and an understanding of how to transform their academic knowledge into practice. It focuses on promoting practical skills in order to help the student gain more knowledge and all the necessary skills to achieve professional advancement. Such skills can only be developed in the workplace. This course assists students in working properly in an environment with different cultures. In addition to that, it aids students with reflecting on their knowledge of the skills that they gain and, accordingly, they will benefit from the experiences they have during the training period.
(Prerequisite: 90 Credit Hours)

POL 434 – The Theories of International Relations
This course handles the theoretical frameworks and concepts related to international relations. The course focuses on the scientific theorization of international relations, beginning with the primary contributions of the theories of international relations, including liberal theory, realistic theory and Marxist theory, continues to the British and Chinese schools of the theories of international relations, and also handles critical theory, poststructuralism, structuralism, feminism and green theory.
(Prerequisite: POL 131)

POL 439 – Contemporary International Issues E

This course will focus on significant themes and debates in the arena of contemporary international politics. The course will examine several contemporary issues that will continue to influence international politics for many years, such as terrorism and nuclear proliferation, international terrorism and efforts to combat it, refugees and human rights issues, racial discrimination, environmental issues and climate change.
(Prerequisite: ENG 102 + POL 131)

POL 445 – Readings in Diplomacy

Diplomacy reading is an academically challenging BSc-level course. It aims to enhance student's skills in diplomatic language, both spoken and in text format. This course intends to develop the student's practical skills in the field of diplomatic correspondence. Furthermore, it seeks to improve the student's critical skills, particularly in analysing reports and texts on several diplomatic topics, such as letters of accreditation and protocols. The core curriculum encompasses an intensive course on aspects of treaties, agreements and diplomatic reports. It focuses on case studies of negotiation agreements, mediation reports, public announcements and advertising, and addresses many practical examples and styles related to e-diplomacy.
(Prerequisite: ENG 102)

POL 463 –Readings in Politics E

The course aims to develop student's skills in political science English topics. The course intends to enhance the student's knowledge skills in the field of academic readings on political topics. Also, the course seeks to improve student's critical reading skills, particularly in analysing and evaluating articles on several political topics such as legitimacy, social movements, political thoughts, civil society, democracy, political socialization, the political system, political communication, ideologies, political values, the level of governments and political development.
(Prerequisite: ENG 102)

POL 464 – Applied Research in Political Science

This course aims to enable the student to use the curriculum and research methods in the study of issues relevant to political science. It presents basic research knowledge and opens horizons for the students for scientific research. The student will be able to collect data, tabulate it and analyse it in order to reach scientific conclusions regarding the target subjects. He/she will be taught to focus on the values and morals of scientific research, and form a link between the scientific side of preparing scientific research and the practical side, in order to contribute to enriching educational operations in the field of political science. The research will be prepared by one student or groups of students under the supervision of the instructor, and the overall research will be assisted by a specialized scientific committee.
(Prerequisite: POL 362 + POL 361)

POL 465 – Ethics in Politics

This course deals with the concept of ethics and related ideas, and the various approaches to the study of ethics in politics. In addition, it includes the study of ethics in the Western and Islamic political ideologies; the requirements of political ethics, such as justice, equality, transparency and the respect of human rights; accountability and the rule of law; environmental issues and the rules of water; humanitarian intervention in the time of war and disaster; and the efforts of the international community on those various issues **(Prerequisite: POL 312)**

POL 438 – International Economic System

This course covers the concept of the international economic system and related ideas, as well as the rise and development of the international economic system, particularly in the period that followed the Second World War. This is along with analysis of the elements and components of the economic system through the examination of its official and other appropriate institutions, and their role in the various international economic interactions. The course handles the issues and policies of the international economic system, specifically those related to international trade, international finance and economic development. Finally, the course deals with global economic crises, such as the crisis of the international monetary system, the crisis of technology transfer, foreign debt, the energy crisis and the global financial crisis.
(Prerequisite: POL 131)

Programme Elective Courses

POL 246 – Arabs' Neighbouring Countries

This course aims to focus the light on the essence of the neighbouring countries, and the foreign orientation of these countries towards the Arab states because of their geographical location. The topics of this course will be covered by discussing the policies adopted by the neighbouring states towards the Arab countries and the ways through which the main issues are diagnosed, such asnational security, border crises, water crises, minorities, development and international trade.
(Prerequisite: POL 131)

POL 326 – Electoral Systems

This course deals with the study of the electoral system from an analytical and comparative point of view. It analyses the concepts and idioms of the voting system, the rules related to it, the basis and methods of election, and the primary procedures of elections. The course also covers the different aims and kinds of election systems, the study of these systems, and their characteristics and advantages.The course highlights the important role of the election system and its relation to democracy. The course includes practical samples of modern and contemporary election systems.
(Prerequisite: POL 221)

POL 353 – Political Parties

This course aims to introduce the concept of the party and its origin, the kinds of parties and the criteria for the classification of parties through their membership, size and organization; and the relationship among the party, its members and society. The course will also focus on the study of the different party systems: the one-party system, the bilateral-party system and the dominating party system. Then, there will be clarification of the nature of the party phenomena, and the study of scientific trends that seek to form a general theory that rules the party phenomena. In addition, this course discusses the relationship between the political parties, along with civil society institutions and the role of the political parties, via the relationship with ruling institutions, and the relationships of the parties with the opinion institutions.
(Prerequisite: POL 251)

POL 354 –Public Opinion & Media

This course deals with the different definitions of public opinion and the media, its development, and its relationship with social sciences such as political science and psychology. It also deals with the formation of public opinion and how to manipulate it, its characteristics, and the ethical sides of public opinion. It also covers the differences between opinion, tendency, ethics and behaviour; how to distinguish between public opinion and rumour; and how to overcome them. The student will study the types of modern media and their role in building public opinion. There is also a focus on the social responsibility of the media and its effect on contemporary society.
(Prerequisite: POL 251)

POL 366 –Special Topics in Political Science

This course handles two topics. First, the strategic importance of Africa, and its effect on Arab national security in general and the Gulf in particular. It elaborates on the problems of Africa, such as borders, civil wars and terrorism, then it moves on to discuss the roles of superpowers –the United States, China, Russian and European powers – in Africa. The second topic is the US elections. This topic investigates US political life, the roles played by the official political institutions and the strategic value of the current US elections.
(Prerequisite: POL 101)

POL 414 – Contemporary Political Ideologies

This course covers many general issues about ideology: the concept, functions and the essence of the state of ideology, plus the criteria for classifying ideology. It discusses ideology and its role in societies, and conducts an assessment of the political practice of ideology. The course also covers a number of contemporary ideologies: liberalism, communism, socialism, fascism, the Islamic movements, Arab nationalism, feminism, etc.
(Prerequisite: POL 312)

POL 436 – International Crises Management
This course looks at the definition of an international crisis and its related concepts, reasons, characteristics, types and management methods. In addition, the course handles the processes for containing and countering crises, the phase of the reinstatement and restoration of balance after the end of the crisis, and the removal of its consequences. The course includes the study of the relationship of the mutual effect between international crisis management and the structure of the international system, the role of media and communication in crisis management, and provides examples of international crisis management.
(Prerequisite: POL 131)

POL 467 – Strategic Studies
This course deals with the conceptual framework of strategy, the related terms and characteristics of strategy, the nature of a strategic environment, the effects of a strategic environment, strategic thinking, and the relationship between the policy-maker and the strategic expert. It also covers the role of the internal environment in making a strategy, its effects on the strategic levels, the international environment of strategy, strategic evaluation, drafting of strategy and American strategic study.
(Prerequisite: POL 101)

Cardiff Metropolitan
Programmes

Introduction

The purpose of this handbook is to tell you something about the programmes on which you are enrolled. It provides you with a written record of the programme philosophy, structure and content, as well as key procedures and rules which the programme team have developed to facilitate the success of you and your fellow students.

This handbook should be read in conjunction with the Cardiff Metropolitan University Student Handbook which contains the following additional information:

• Your status as a Cardiff Metropolitan student

• Cardiff Metropolitan Student Charter

• Academic Regulations and Conduct of Examinations

• Unfair Practice Procedure

• Mitigating Circumstances Procedure

• Data Protection and Freedom of Information

• Transfer from another University

• Cardiff Metropolitan's Student Union

• Complaints and Appeals

• Disciplinary Procedures, Codes of Conduct and Ethics

• Health and Safety and Health advice

http://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Handbook-and-Student-Charter.aspx

Role	Name
Dean of the College of Administrative Sciences	Dr. Ramzi Nekhili (Tel. 160 36 173)
Programme Directors	Dr. Nympha Joseph (Accounting and Finance) (Tel. 160 36 152) Dr. Marwan Abd Eldayen (Management and Business Studies) (Tel. 160 36 176)
Academic Administrators	Suad Abbas; Hanan Radhi and Amal Bin Khlil (160 36 171)

Overview of the College

A full academic calendar outlining the dates of assessments and when students should expect feedback, etc. will be available close to the start of the academic year.

Enrolment/Module Selection and Induction (provisional):

18 September 2017 – 26 September 2017

Semester 1: 18 September -7 January 2018

Semester 2: 22 January – 13 May 2018

The Award

On the successful completion of the

Business and Management Studies programme, you will be awarded

BA (Hons) Management and Business Studies

Accounting and Finance programme, you will be awarded

BA (Hons) Accounting and Finance

As a Cardiff Metropolitan University student studying at Applied Science University, one of its partner institutions, your award will be made by Cardiff Metropolitan University. You will receive a certificate and academic transcript detailing your achievement and bearing the Cardiff Metropolitan University crest.

Programme Management

The Programme Committee consists of all lecturers on the programme, elected student representatives, administrative staff. The Cardiff Met appointed Moderator (an academic member of staff from Cardiff Metropolitan University) will also attend one programme committee meeting per year. The Programme Committee is chaired by the Head of the Department who is responsible to the Programme Committee for the effective operation of the Programme.

The Head of the Department will call three formal programme committee meetings per year. Early in the programme the student body will be asked to elect some of their number to represent their views at programme committee meetings and through other appropriate channels. Cardiff Metropolitan University and Applied Science University genuinely value the views of students on all aspects of the quality of their learning experience. Therefore, students should make the most of the student representative system, although it would be counter-productive to use it simply to air petty or trivial grievances.

All students will be asked to complete programme/course evaluation forms during their studies and this information will be utilized by the Programme Director in reviewing programmes. Issues identified will be considered at Programme Committee meetings and action taken as appropriate.

Teaching and Learning Methods

Lectures

Formal lectures are used for the transfer of basic subject material. Lecture materials and other learning resources will be made available via the existing VLE system. However, this should not be seen as a substitute for attending.

Lectures provide an opportunity to deliver a broad overview of a topic and to initiate further research and study by students for tutorials, seminars and private study.

Directed Reading

Students are expected to undertake significant directed reading in all aspects of the programme. All Cardiff Met students, including those studying at Applied Science University, have access to the University's electronic resources. Guidelines on accessing these resources are available at:

http://tsr.uwic.ac.uk/Learning/Library/eleclib/Pages/default.aspx

Seminars

Seminar sessions are used to reinforce material presented by the other methods and to clear up possible misconceptions. Seminars enable students to build on their understanding of the subject gained via the lecture and preparatory readings. Seminars also provide an environment in which you are able to clarify queries and raise questions about the subject. It is also likely that you will be asked to prepare presentations and you will receive formative feedback on assessed activities.

Case Studies

Case studies present realistic examples and by study, research and discussion students are expected to gain insights into problems that they might otherwise not encounter.

Assessment

Written examinations, written assignments (essays, case studies) and presentations.

It is essential when writing essays, examination papers or any form of assignment to write good English. If you do not express yourself accurately and correctly, then you will almost certainly lose marks.

Writing essays and assignments allows students to demonstrate their own ideas and understanding of a topic. The HARVARD method of referencing is recommended by Cardiff Metropolitan University and Applied Science University, regardless of the type of dissertation or assignment which is written.

Submission of assignments

All assignments are to be submitted printed in the respective faculty office and upload in turnitin before the date and time stipulated in the assignment briefs.

Attending Exams

Exams must be attended on the scheduled day and time ONLY. In case of extenuating (mitigating) circumstances leading to non-attendance, please contact Faculty Office.

Do not book holidays and do not envisage any absences during the Exam periods and Referral (Resit) period.

Rules for the Conduct of Examinations of the Cardiff Metropolitan University and Applied Science University

General

· The University defines an examination as an assessment undertaken within a constrained period of time in a set location following a specified rubric of instruction. This definition is intended to include practices variously known, inter alia, as 'examinations', 'open book examinations', 'mid-term exams', and 'in-class testing'. It is not intended to include practices variously known as 'presentations', 'oral examinations'.
· Candidates must observe all instructions given by an invigilator.
· A candidate who wishes to attract the attention of an invigilator shall remain seated and raise a hand.
· Candidates are required to bring the Student ID Card with photograph.
· Exams are to be taken on the scheduled day ONLY.

Entering and Leaving Examination Rooms

· Candidates may be admitted to the examination room not more than fifteen minutes before the start of the examination.

· No candidate may enter the examination room later than half an hour after the start of the examination.

· No candidate may leave the examination room other than for illness, or other reason acceptable to the invigilator, earlier than half an hour after the start of the examination.

· No candidate may leave the examination room within the last half an hour of the examination, other than in exceptional circumstances, and with the permission of the invigilator.

· For exams lasting up to 1.5 hour candidates are not allowed to leave the examination room.

Starting and Ending Examinations

· No candidate shall commence writing until directed to do so by an invigilator.

· Candidates are required to stop working immediately they are instructed to do so by the invigilator.

Examination Stationery and Materials

· All work, including rough work, must be done in the answer books provided. Additional sheets of paper, such as graph paper and drawing, must be clearly marked with the

candidate's Student Registration Number and fixed to the relevant answer book.

- Mathematical tables, charts, etc. which may be provided for candidates' use are the property of the University, and may not be removed from the examination room.
- Candidates will be instructed via an invigilator or the rubric of the examination paper, what aids are permissible such as, calculators. A candidate who brings into the examination room a calculator other than a type specified in the examination rubric commits an assessment offence.
- Invigilators may inspect any materials or items in the examination room, or in any candidate's possession, at any time during the examination.

Behaviour during Examinations

- Any form of cheating in examinations is malpractice, and is always treated as a serious assessment offence.
- Throughout the whole of the examination, silence must be maintained. A candidate whose behaviour persistently disturbs other candidates may be excluded from the examination. If the excluded student obstructs the order of the invigilator he/she will be reported to the Programme Director and might be excluded from the programme.
- Candidates are not allowed to bring food or drink into the examination room.
- Personal belongings such as a handbag or briefcase must be left in a part of the room, as directed by the senior invigilator, but they remain the responsibility of the candidate.
- Any candidate in possession of a mobile telephone or other means of transmitting or receiving information in any form must make sure that the device is switched off throughout the examination. Permitting such a device to make a sound or using such a device is in breach of the regulations and leads to expulsion from the exam room.
- A candidate may temporarily leave the examination room for illness or other reason acceptable to the invigilator. During such absence, one of the invigilators will accompany the candidate.

Anonymity

- The University operates a policy of anonymous marking of all examination scripts and, wherever practical, coursework.
- Any attempt by a candidate to invalidate this anonymity is an assessment offence.

HOW EXAM PAPERS AND OTHER ASSESSMENT ELEMENTS ARE EVALUATED/ MARKED

The Exam papers are evaluated in several steps:

First, they are evaluated by the Applied Science University lecturer. Second, a double marking is performed again by Applied Science University lecturer. The Exam Paper of students with a provisional mark is sent to the Cardiff Metropolitan University for moderation by Cardiff Metropolitan University lecturers. After that the paper is subject of moderation by the external examiner.

Third, the mark moderated by the Cardiff Metropolitan University lecturer is presented to the programme Exam Board which sets the final mark for each module, and if this mark is 40 or above, assigns credit for this module. This means that the student has passed this module successfully. Please note that the final mark for each module includes marks for all assessment elements (CW, test, exam, presentation, etc.) in the weighting specified in the module descriptors. The fact that you have passed an exam does not always mean that you have passed the module, i.e. if your CW mark is low.

And finally, your programme Award Board makes decisions about your academic progress and recommendation of awards. In making these decisions the Award Board will take into account each student's overall performance and academic development.

Coursework will be double marked at Applied Science University, moderated at Cardiff Metropolitan University and further moderated externally. However, the policy of the Cardiff Metropolitan University and of Applied Science University is that you cannot appeal against a mark awarded for either coursework or exam on the basis of academic judgement

NB: Applied Science University applies the 'in-the-student's-favour rule' which means that the last sentence/paragraph of the exam work, which the student could not finish by the end of exam, is interpreted and marked in favour of the student if correctly started.

NB: Please note that there is no Remarking Procedure at the Cardiff Metropolitan University and Applied Science University.

Assessment Feedback

Students can receive feedback on their assignments and exams after the feedback date or earlier, if the assignments and exams have already been marked. They would receive a copy of their marking and feedback sheet for the assignment and can read the comments in their marked exam papers. It is Cardiff Metropolitan University policy that students are provided with written feedback on formative assessments within 4 working weeks of submission.

Student Commitments
Attendance

Students are required to attend at least 80% of lectures, seminars and tutorials. If you fall below this threshold, initial warning will be given verbally by the subject tutor. If the non-attendance continues the Head of faculty will issue a written warning which, if still unheeded, may result in termination of your studies.

Plagiarism

It is imperative that you give full and correct acknowledgement of any materials you use in your academic work which are not your own. Failure to do so will be regarded as Plagiarism Students fail programmes because they do not acknowledge the source of materials.

It is normal practice to find information and quote it in an academic essay and the action of quoting and referencing is actively encouraged. It demonstrates research, reading about the topic and provision of a balanced argument. An assignment should be accompanied by a bibliography detailing all the books you read when preparing the assignment, even if no quotes were taken from them. You will need to learn how to reference, support material and short programmes are available at:

http://tsr.uwic.ac.uk/learning/AcSkills/Pages/Home.aspx

Unfair Practice

Cardiff Metropolitan University's regulations on Unfair Practice can be viewed in full in the Academic Handbook **(http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_08.aspxf).**

Where there is any evidence of unfair practice Cardiff Metropolitan University takes the matter very seriously and has rigorous procedures to investigate the alleged offence. Unfair practice can be defined as gaining an unpermitted advantage by cheating. It involves breaking the examination regulations, copying from others, plagiarising, impersonating someone else or making false claims. All work should be the student's own effort in some way.

Plagiarism involves taking or using another person's thoughts or writings and presenting them as if they were your own. To avoid suspicion of this, you must acknowledge all your sources, using a recognised referencing system such as Harvard or APA. You must not copy out passages of text from a publication word for word or simply make slight changes. You must use your own words, unless you insert a direct quotation but, even if using your own words, you must still acknowledge any ideas or concepts that are not your own; if you plagiarise inadvertently, you will still be penalised.

If you are accused of any type of unfair practice, Cardiff Metropolitan University's procedures allow you to defend yourself or to be represented and, if found guilty, you have the right to appeal on certain grounds. As part of its commitment to quality and the maintenance of academic standards, Cardiff Metropolitan University reserves the right to use plagiarism detection systems, including Turnitin. Further details of this system are available from **http://www.cardiffmetsu.co.uk/representationhome/academicsupport/unfairpractice/.**

It is important that you familiarise yourself with the definition of plagiarism at the above link, as anyone found to have plagiarised work or any other form of Unfair Practice will face the most severe sanctions including exclusion and/or cancellation of marks, in appropriate cases.

There are a number of web sites that claim to check for plagiarism in work that is uploaded to them. Apart from Turnitin, you should not use these sites because, invariably, they are a means to get a copy of your work and then sell it to others. This will also make your own work appear as if it has been plagiarised from those who have purchased it.

Assignment Format

All assessments require a front cover to enable mark recording and feedback, please ensure you use the official form. The front covers can be obtained from Module Leader. Always ensure your name is on every sheet of your assignment and the pages are clearly numbered. The pages should be stapled together and placed in a protective wallet.

Your CW papers have to be submitted to the Module Leader. They should always be clearly marked with your name, programme name, module and assignment name. Always keep a backup copy of the assignment. Do not delete your copy until you have the marked assignment back.

You will receive feedback on your assignment within three-four weeks of submission. Please note that late submission of an assignment where there have been no exceptional circumstances will be classed as a fail and any re-submission capped at 40.

Ethics

In order to undertake a primary research involving human subjects, students must submit to the Module Leader an ethics form for approval. The form should be collected from your module leader. Only after ethics approval has been granted can the student undertake the primary research. A 100% penalty will be applied to all students who fail to achieve ethical approval for the primary research.

Student Support

The Deanship for Student Affairs caters for the student's character from the psychological, academic, and social dimensions. The main objectives of the Deanship are:

· Careers Advice Dr. Hafnida Hasan – Tel 160 36 314: Information about job positions that are announced by different organisations will be made available to you at the Applied Science University Facebook page.

· Academic Counselling (Dr. Rawya Zamari – Tel. 160 36 039)

· Personal Tutoring (Mr. M Al Najjar – Tel. 160 36 037) is provided by your tutors, please contact the academic administrators to know who is your personal tutor

· Financial Advice is provided by Applied Science University's Accountant Advisor

· Health Advice (Mr. M Al Najjar) could be obtained through the Student Affairs office.

· Language study support is provided by the faculty of Foundation Studies, please contact Mr. H. Ramadan – Tel. 160 36 250).

Appeals, Complaints and Academic Regulations

As a student of Cardiff Metropolitan University you are subject to a number of the University's regulations including their academic regulations, unfair practice procedure, mitigating circumstances procedure, appeals procedure and complaints procedure.

If you are unhappy with any aspect of your experience and wish to make a complaint you should first try and resolve your complaint through the mechanisms that are in place at

Applied Science University. Once you have completed these procedures, if you are still not satisfied you may complain to the University directly.

Details of these procedures can be found in the Cardiff Metropolitan University Student Handbook:

http://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Handbook-and-Student-Charter.aspx

To make a complaint to Applied Science University:

There are regular surveys to gauge student attitudes and obtain feedback and suggestions from as wide a cross-section of students as possible. Student feedback surveys are anonymous and are circulated twice throughout each semester in the third and eleventh weeks. The participation in the surveys is obligatory. A staff member will give the students from the particular administrative group a questionnaire to fill in and will collect the filled in forms in a closed box. The students are given the opportunity to evaluate the lecturers by 15 criteria.

At the end of each semester the students have to evaluate anonymously each module using the Module evaluation form. The results from the feedback are summarized and discussed during the Department meetings.

If you do have a comment or complaint about a particular module, it is usually best to discuss it immediately with the lecturer for that unit. Do not feel you have to wait to go through the formal mechanisms. Remember that a considerate and constructive approach is likely to be most effective.

It is, of course, just as important to offer praise and support where this is warranted – through formal and informal mechanisms. We are always on the lookout to generalize 'best-practice' and students can often be in the best position to point out something that could usefully be disseminated.

Student complaints procedures

1. Students who are dissatisfied with any aspect of the delivery of the lectures, provision of services or with the facilities, may lodge a complaint.

2. The complaint must, in the first instance, be raised informally verbally or in writing to an appropriate member of the Applied Science University staff.

3. In case the matter cannot be resolved informally, students can lodge a formal written complaint with the Student Affairs Office depending on the nature of the complaint within 10 working days after the matter occurred.

4. Within 3 working days the Student Affairs Office has to prove the case. For this purpose it may ask for additional information or arrange a meeting with the students, faculty or staff members. Based on this information, a proposal for decision will be submitted to the Applied Science University Management who may confirm, reject or send back the decision proposal for additional information.

5. The decision-making procedure may lead to:

a) Immediate solution of the matter raised

b) Accepting the complaint and developing an Action Plan for resolving the problem

c) Rejecting the complaint with appropriate arguments

6. If the matter raised is not within the competence of the Applied Science University and regards Cardiff Metropolitan University regulations, students will be advised to contact the Cardiff Metropolitan University Contact Person.

7. Students have to be informed within 5 working days after lodging the complaint about the decision taken according to p.5 and 6.

8. If students are not satisfied with the decision, they may ask for a special meeting of the Board of Studies. The Board of Studies meeting has to take place not later than 10 days after the student's request. The decision of the Board of Studies is final.

Students may not question the academic judgment of the examiners and any requests based on such grounds alone will be dismissed. Coursework will be double marked at Applied Science University, moderated at Cardiff Metropolitan University and further moderated externally. However, the policy of the Cardiff Metropolitan University and of Applied Science University is that you cannot appeal against a mark awarded for either coursework or exam, except in a case of a technical mistake or break of these administrative regulations.

NB: Complaints can be lodged by students and prospective students, but cannot be made by a third party.

To submit mitigating circumstances:

All students who have mitigating circumstances have to report them to the Head of Faculty providing medical or other evidence for that at their earliest convenience, i.e. after end of hospitalisation period. The decision on the mitigating circumstances is of the Exam Board and will be announced privately. You have to complete the mitigating circumstances form and attach to it all relevant document in support of your position. For further details please consult the Cardiff Met's Academic Handbook:

http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx

To request a withdrawal or suspension:

Any student who wants to submit a withdrawal or suspension request can make it any working day at Applied Science University, College of Administrative Science office.

Induction
The induction takes place during the second week of Semester 1 a full outline of the induction process will be given to you.

Fees
Students have various convenient options of fee payment, either in instalments or to pay per module. Alternatively they can put forward a payment proposal

to the finance section for approval. Another option is based on the sponsorship payment pattern. Please contact (Dr. Hafnida Hasan – Tel 160 36 314) for further information.

Learning Resource Centre Services

As a student of Cardiff Metropolitan University you are entitled to full access to the University's electronic resources. These include a range of guidance on academic skills, access over 30,000 e-journals, 4500 e-books and about 120 databases:

https://tsr.cardiffmet.ac.uk/Learning/Library/services/Pages/Students.aspx

In addition, Applied Science University provides access to EBSCO Business Source Complete, Science Direct and Scopus. Access to EBSCO is possible off-campus – access details can be obtained from the Library. Access to Science Direct and Scopus is available only through the computers at Applied Science University.

Department and Course Representatives

Students are elected to represent each 'year' in the relevant programmes. Student representatives participate in the Student Council meetings, are expected to give feedback and comments, and may raise specific issues. They are our partners in the process of course development. They make suggestions for improvements; they may undertake some project work and participate in a number of activities (e.g. helping out with open days).

Progression and Transfer Opportunities

As a student studying a Cardiff Metropolitan University programme you may be able to transfer to study some of your programme or progress onto another programme at the University's home campuses. If you are an international student and you wish to enquire about transfer opportunities to study at Cardiff Metropolitan University you should contact the Programme Directors.

Health and Safety

Policy On Disability

Applied Science University has developed a Policy for Disabled Students and is committed to providing opportunities to the students with spec ial needs. Applied Science University has established the support needs and, where possible, provide assistance to meet those needs.

Policy On Bullying And Harassment

A safe working and educational environment depends on more than behavior of individuals. Applied Science University focuses on the prevention of bullying and harassment through the development of a work and study culture in which relationships are characterized by dignity and respect as well as tackling inappropriate behavior. Applied Science University is committed to building a safe work and study environment in

which both staff and students feel confident to raise concerns. Applied Science University fully supports the right of all people to be treated with fairness, dignity and respect. It is committed to fostering an environment that values the diverse nature of its community, and where its staff, students, visitors and contractors can work, learn and visit free from intimidation, aggression, coercion and victimization. Applied Science University will not tolerate bullying and harassment as it recognizes that such behavior is unacceptable, discriminatory and may also be unlawful.

Policy On Gender And Race Anti-Discrimination

Applied Science University has developed an equal opportunities environment for all members of its community. It will not discriminate on grounds of age, race, colour, nationality, ethnic origin, creed, gender, sexual orientation, disability, health or marital status.

Disciplinary Issues (What Is Not Allowed) Plagiarism

Plagiarism is considered to be a very serious violation of the rules and regulations and it is penalized according to the regulations of Applied Science University and the Cardiff Metropolitan University.

Narcotics (drugs)

We, at Applied Science University, strongly support the state anti-drug legislation on narcotics. Every student is kindly asked to sign special anti-drug declaration (Enclosure 4) and present it to the Registrar. The students who do not wish to sign their anti-drug declarations will not be registered as students of Applied Science University for the specific academic year. Violation of this rule leads to expulsion from Applied Science University.

Damage of Applied Science University property

We pride ourselves on our constant efforts for achieving very high standards of education. This includes provision of state-of-the-art computers and other equipment. With the aim of protecting the rights of the students to work with the best available equipment anybody will be kept liable for any loss of or damage to Applied Science University property caused by his/her/their carelessness, negligence or misuse of the computers, printers, TV and other electronic equipment as well as for the tables, whiteboards, etc. Please note that writing on the tables or marking them in any other way, or sticking chewing-gum to the tables, chairs, boards, etc. will be considered a serious damage and the perpetrator will be subject to disciplinary actions. A second offence will result in exclusion from Applied Science University.

Cheating During Exams

Cheating during exams is considered an unacceptable practice and leads to disciplinary measures as far as it disadvantages your colleagues (competing later on with the cheating person for the same job positions).

The following practices will result in disciplinary measures:

i. Starting to work on the exam questions before the invigilator announces the beginning of the exam and working on the exam after the end of the exam is announced.

2. Turning around during the exam; copying from the papers of other students or other unauthorized sources

2i. Using unauthorized texts, papers, electronic or other devices during the exam

The violation of these rules and regulations may lead to expulsion from the exam room and the exam work will be marked by the invigilator as terminated for violation of the exam rules and regulations. The student may receive a mark of zero on such an exam.

Disturbing other students and faculty during classes and exams According to the Regulations, the following actions will be considered as violation of the rules:

i. Speaking to/contacting other students during the exam except in cases of Acts of God

2. Producing loud/unpleasant/bothering sounds which bother the other students during the classes and exams

2i. Using mobile phones for whatever purposes during the classes and exams. The ringing of a mobile phone is considered a misuse and the possessor of the device will be expelled from the class/exam. Mobile phones are not allowed to be used as calculators.

iv. Leaving the exam room during the first and the last ½ hours of the exam.

The violation of these rules and regulations leads to expulsion from the class/exam room and the exam work will be marked by the invigilator as terminated for violation of the exam rules and regulations. The student will receive a mark of zero on such an exam.

The Programmes of Study

A Note on Length of Study in ASU and Credit Hours

Each of the two proposed programmes is for four-year duration. Each year has two semesters and consists of a number of learning units (known as modules)

The degree **(BA (Hons) Management and Business Studies or BA (Hons) in Accounting and Finance)** is awarded based on the student accumulating

This credit system is mapped onto the Bahrain credit systems as follows: Each module carries a weight of 3 Credit Hour (CH) and each year has a total of 36 CH. In the Bahrain Education system, BA is a four-year programme in which the first year is treated as a Foundation (or Year 1). The degree is awarded based on the student accumulating 135 CH.

Central to the design of the programmes is that all students, in the Foundation year (or Year 1) should acquire relevant essential knowledge regarding the understanding of the specific subject matter (at Level 3) as well as university and college requirement modules.

In this year, students are exposed to study other prerequisite modules as a gateway to the programme compulsory modules.

BA (Hons) Management and Business Studies

1.

Awarding Institution/Body	Cardiff Metropolitan University
Teaching Institution	Applied Science University
Dean of Faculty	Dr. Ramzi Nekhili
Programme Accredited By	N/A
Final Award (including any named exit (awards	BA (Hons)
Programme Titles	Management and Business Studies
Programme Director	Dr. Marwan Abdeldayen
Mode of Study	Full time
Normal Duration of Programme	years 4
Period of Candidature	years 6
Language of Study	English
UCAS Code (or other coding system if (relevant	NN12 (BA Management and Business Studies)
Relevant QAA Subject Benchmarking (Group(s	(General business and management (2007
Date of Production/Revision	September 2018

2. Criteria for admission

Students must satisfy the normal minimum entry criteria for admission of students, as outlined in University's Academic Handbook.

Students must:

a. have a pass in a General School Certificate Examination,

b. have proficiency in written and spoken English equivalent to IELTS 4.5 for entry to level 3

Applications from overseas students are welcomed but all candidates are required to demonstrate a high level of written and verbal fluency. An IELTS test with a minimum score of 6.0 or an equivalent test of English is the standard set for non-English speaking applicants.

Exceptional Entry

Candidates who do not possess normal minimum entry qualifications are considered on an individual basis by members of the course team. Notification of admission by exceptional entry plus a rationale is forwarded to the University Learning and Teaching Committee and the Registry.

Admissions Policy

The major criteria for selection of candidates are that they must demonstrate they are capable of succeeding on a degree programme. Exceptional entry students will normally be required to attend for an interview.

All applicants will be invited to attend one of a series of open days held throughout the academic year.

Students whose first language is other than English will need to provide evidence of fluency to at least an IELTS 4.5 standard or equivalent for admission to the foundation year and IELTS 6.0 standard or equivalent for admission to year one or higher.

3. Aims of the programme.

The programme aims to provide a high quality and professionally relevant undergraduate programme, developing in students a critical appreciation of the role managers undertake in the modern business world. Graduates will be equipped with the necessary skills and knowledge for a multi-disciplinary approach to diverse business, information communication technology and management problems.

4. Programme Mission, Philosophy and Structure

Through the exposure to the set of knowledge and skills, students are expected to acquire self-learning and creative approaches as they progress through their programme for further personal development and lifelong learning. The course structure and the proposed teaching and learning strategies are designed to support this development. The programme uses diverse teaching and learning strategies that permit a great span of teacher to learner interactivity such as case studies, individual / group projects, practical exercises, role-play scenarios and coordinated presentations supported by appropriate materials, videos, computer software etc. Active engagement will promote students' potential learning opportunities.

In designing the curriculum, the programme team has sought to ensure an appropriate balance between knowledge and skills, and between theory and practice to ensure academic progression, year-on-year within a suitable student workload.

The programme seeks to provide students with the required body of knowledge in management and business discipline. Furthermore, the programme develops the appropriate skills necessary to enable students to apply such knowledge to real world business situations.

The structure of Level 4 has been designed to provide a sound foundation in Management and Business studies, from which students entering Level 5.

At Level 5, students are exposed to profound knowledge and skills relevant to Management and Business studies, At that level, students study four compulsory courses and choose two option courses.

It is compulsory to undertake a work-based learning course at level 5 to strengthen student required competencies that will raise his/her potential employability.

At Level 6, students study four compulsory courses and choose two option courses.

The structure of elective courses is designed to allow students to choose between two specializations; management and marketing as per the discipline they would like to work in upon graduation. Building on students' completion of these highly specialized elective courses, students will gain the required knowledge and skills that will qualify them to start their career path and join a challenging first destination job.

All courses are taught in English with exception of some at Level 3.

5. Relevant subject benchmark statements and other external and internal reference points Used to inform programme outcomes.

The graduate attributes were formulated in compliance with the QAA- UK Statement subject area benchmark – QAA, UK general Business and Management 2007 and are clearly stated in terms of aims and achieved learning outcomes for the programme.

The expected Graduate Attributes of the MBS Programme are as follows :

· The MBS graduate will be able to apply knowledge to all relevant management issues.

· The MBS graduate will possess a set of communication skills enabling him/her to pursue a professional career.

· The MBS graduate will be acquainted with all required intellectual skills that enable him/her to deal with complex business problems.

· The MBS graduate will be engaged in a life-long learning, graduate-level studies, or professional development.

· The MBS graduate will contribute to the community in an ethical and responsible commitment.

A mapping of graduate attributes to the Programme aims can be seen in the following table:

Graduate Attributes	MBS Programme Aims		
	The graduate will acquire a high quality and professionally business management scope of study	The graduate will be equipped with the necessary skills and knowledge to tackle and generate solutions to complex problems in a multi-disciplinary business context.	The graduate will acquire critical appreciation of the role managers undertake in an ever changing competitive business world
The MBS graduate will be able to apply knowledge to all relevant management issues.	√		
The MBS graduate will possess a set of communication skills enabling him/her to pursue a professional career.			√
The MBS graduate will be acquainted with all required intellectual skills that enable him/her to deal with complex business problems.		√	
The MBS graduate will be engaged in a life-long learning, graduate-level studies, or professional development.			√
The MBS graduate will contribute to the community in a responsible commitment.			√

Table 1.1 Mapping Graduate Attributes to the Programme Aims

The following are the anticipated skills that the graduate of the Bachelor in Management and Business studies is expected to possess upon graduation as derived from the relevant subject benchmark statement-U.K (General Business and Management 2007) :

1. Graduates should be able to demonstrate relevant knowledge and understanding of organizations, the external environment in which they operate and how they are managed. There is likely to be an emphasis upon understanding and responding to change and the consideration of the future of organizations and the external environment in which they operate.

2. Graduates will also be able to demonstrate knowledge and understanding in the following areas:

- markets - the development and Operations of markets for resources, goods
- and services
- customers - customer expectations, service and orientation
- finance - the sources, uses and management of finance; the use of accounting
- and other information systems for managerial applications
- people - the management and development of people within organizations
- Operations - the management of resources and Operations
- information systems - the development, management and exploitation of information systems and their impact upon organizations
- communication and information technology - the comprehension and use of relevant communication and information technologies for application in business and management
- business policy and strategy - the development of appropriate policies and strategies within a changing environment, to meet stakeholder interests
- Pervasive issues - sustainability, globalization, corporate social responsibility, diversity, business innovation, creativity, enterprise development, knowledge management and risk management.

3. Graduates should be able to demonstrate a range of cognitive and intellectual skills together with techniques specific to business and management. Graduates should also be able to demonstrate relevant personal and interpersonal skills. These include (not in any particular priority order):

a. The ability to analyze and evaluate a range of options together.

b. The ability to apply ideas and knowledge to a range of situations

c. Effective problem solving and decision-making using appropriate numeracy, quantitative and qualitative skills including identifying, formulating and solving business problems.

d. effective communication, oral and in writing, using a range of media which are widely used in business such as the preparation and presentation of business reports

e. effective performance, within a team environment, including leadership, team building, influencing and project management skills

f. Interpersonal skills of effective listening, negotiating, persuasion and presentation, ability to conduct research into business and management issues, either individually or as part of a team for projects/dissertations/presentations. This requires familiarity with and an evaluative approach to a range of business data, sources of information and appropriate methodologies, and for such to inform the overall learning process

g. Skills of learning to learn and developing a continuing appetite for learning; reflective, adaptive and collaborative learning.

The MBS Programme Intended learning outcomes (PILO's) are related to the graduate attributes listed below and is incorporated into the curriculum at each level of the programme.

Programme - Learning Outcomes	MBS Programme Graduate skills								
	First Skill Set	Second Skill Set	Third Skill Set A	Third Skill Set B	Third Skill Set C	Third Skill Set D	Third Skill Set E	Third Skill Set F	Third Skill Set G
Knowledge and Understanding									
A1		√							
A2	√	√							
A3	√								
A4								√	
A5	√								
Subject-specific skills									
B1									√
B2				√					
B3		√			√				
B4		√							
Cognitive skills									
C1					√				
C2			√	√					
C3			√						
C4					√				
General and transferable skills									
D1									√
D2					√				
D3			√						
D4									√

Table 1.2 Mapping Graduate Set of Skills for the MBS Programme to the Programme Learning Outcomes

6. Programme Outcomes

Upon completion of the Management and Business Studies programme covered by the subject benchmark statement, a student should have the following subject specific knowledge and understanding, cognitive skills, practical and professional and transferable skills:

Knowledge and Understanding

A1	Demonstrate understanding of the functional areas of Management and Business.
A2	Demonstrate a broad and critical understanding of the global business context including the forces and challenges encountered by business organizations in a dynamic environment.
A3	Display sound understanding of both individual and group behavior in business organizations
A4	Display an understanding of research in the area of Management and Business and its contribution to practices relating to the scope of business.
A5	Recognize cultural differences and how these impact on business in different communities and societies.

Practical and Professional Skills

B1	Employ self-learning skills to develop both reflective and integrated learning in terms of and business management issues.
B2	Apply knowledge into management and business practices at all levels of the business organization within a real or simulated business situation.
B3	Apply quantitative and qualitative analysis techniques necessary to analysis and evaluate business related problems.
B4	Demonstrate competence in the application of IT applications in business.

Cognitive Skills

C1	Identify and diagnose business related problems accurately and effectively across a wide range of business disciplines.
C2	Identify, interpret, and evaluate data pertinent for problem solving and decision making from multiple sources.
C3	Critically analysis supported by independent judgment to construct a reasoned argument to draw conclusions.
C4	Evaluate existing business and management practices to provide a range of possible alternative solutions.

Transferable Skills

D1	Learn independently to achieve specific goals and objectives.
D2	Work as a team member and promote group dynamics by adopting appropriate roles and processes
D3	Possess effective oral and written communication skills by selecting a format and style appropriate to the context
D4	Develop the skills of the reflective practitioner through the articulation of ideas and arguments with clarity, conciseness and rigor.

7. Teaching, learning and assessment strategies to enable outcomes to be achieved and demonstrated.

Learning methods will include a combination of the following.

1. Lectures are used for the delivery of core material and establishing a framework for the course against which other material can be set. Lectures are also supported through the virtual learning environment (Moodle).

2. Tutorial sessions are used in two ways. To expand upon material delivered in lectures, through an enquiry-driven problem solving approach, and to provide remedial work to overcome any deficiencies in students' background knowledge.

3. Case Studies are employed in a range of courses. This strategy involves presenting students with realistic and complex problems they might not otherwise encounter, and requires them to synthesise or present their own solution orally or in writing.

4. Self-Managed Practical Work: in these classes students are able to practice and refine their skills in a supportive environment where feedback is available from the course tutors.

5. Seminars are used to provide students with experience in presentational skills as well as providing staff with a method of assessing student-centred learning. Visiting lecturers from industry are invited to participate in the teaching programme.

6. Study Texts publish by, for example, BPP or Kaplan, are traditionally used for studying professional accounting exams. Assessment will include a combination of the following:

* Time constrained assignments;
* Integrative assignments;
* Written examinations;
* Multi-choice examinations;
* Computer assisted assessment;
* Written programme work;
* Individual and group presentations;
* Assessed practical work;
* Oral examinations;
* Graduation project.

8. Programme structures and requirements, levels, curriculum units (courses), credits and awards.

The compulsory courses (marked "C") are essential in terms of delivering the necessary content to satisfy the academic requirements of a graduate in this area. Optional courses are denoted "O".

Yaer 1 (LEVEL 3):

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Arabic Language	ARAB 301			
Arabic for Non Arabic Speakers	ARAB 300	10	C	1
Intermediate English	ENGL 301	10	C	1
Bahrain Civilization &History	HIST 300	10	C	1
Principles Of Management (1)	MBS 301	10	C	1
Computer Skills	CS 300	10	C	1
Mathematics for Business	MATH 300	10	C	2
Principles of Statistics	STAT 300	10	C	2
Principles Of Management (2)	MBS 302	10	C	2
Advanced English	ENGL 302	10	C	2
Principles of Accounting	BAF 301	20	C	2
Human Rights	HRL 300	10	C	Summer
Total		**120**		

YEAR 2 (LEVEL 4):

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Business in a Global context	MBS 461	20	C	1
Personal Development Planning	MBS 431	10	C	1
Foundations of Law	LAW 402	10	C	1
Finance for Managers	MBS 421	10	C	1
Managing People and Organizations	MBS 451	10	C	1
Introduction to Marketing	MBS 411	20	C	2
Introduction to Information Systems	MIS 411	10	C	2
E- Business management	MBS 465	10	C	2
HRM in Context	MBS 433	10	C	2
Employment Relations	MBS 434	10	C	2
Total		**120**		

YEAR 3 (LEVEL 5):

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Contemporary Issues in Political Economy	MBS 501	10	C	1
Business Operations and Improvement	MBS 541	10	C	1
Business in Action	MBS 542	10	C	1
Summer Experience of Work with Personal Development Planning (PDP)	MBS 592	10	C	1
Research Methods for Business	MBS 503	10	C	1
Investment Markets and Principles	BAF 514	10	C	1
Consumer Law	LAW 504	10	C	2
Business Obligations	MBS 502	10	C	2
Consumer, Culture, Commerce	MBS 553	10	C	2
Integrated Marketing Communication	MBS 515	10	C	2
Business Intelligence	MBS 504	10	C	2
Money, Banking and Risk	BAF 513	10	C	2
Total		**120**		

YEAR 4 (LEVEL 6):

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Strategic Management	MBS 665	10	C	1
Leadership and Change Management	MBS 654	10	C	1
HR Strategy and Professional Practice	MBS 631	10	C	1
Contemporary and International Issues in Business Ethics	MBS 653	10	C	1
Investment Management	BAF 605	10	C	1
Elective S1-1		10	O	1
Business Structures and Regulations	MBS 601	10	C	2
Legal Framework in Employment	MBS 635	10	C	2
Contemporary Business Communication	MBS 632	10	C	2
Graduation project	MBS 699	20	C	2
Elective S2-1		10	O	2
Total		**120**		

Year 3 (Level 6) Term 1 Electives (S1)

International and Comparative HRM	MBS 623	10	O
People Resourcing and Development	MBS 633	10	O
Bahrain Business Law	LAW 601	10	O
Financial Management for Managers	MBS 622	10	O

Year 3 (Level 6) Term 2 Electives (S2)

Strategic Brand Management and Effective Advertising	MBS 611	10	O
International and Global Marketing	MBS 612	10	O
Industrial Work Experience	MBS 692	10	O
Visioning Sustainability for Change	MBS 695	10	O
Information Systems Project Management	MBS 613	10	O
Strategic Management of Information Systems	MIS 612	10	O
Innovation and Entrepreneurship	MBS 663	10	O
Launching an Enterprise	MBS 621	10	O

9. Support for students and their learning

Personal Tutors

All students studying in College of Administrative Sciences at the Applied Science University (ASU) benefit from the team of dedicated tutors who provide a point of personal and regular contact for students. They guide students in such matters as, finance, welfare, career development   as well as helping where needed with the planning of effective study patterns, exam preparation and a range of other important issues. The Personal Tutors work closely with the Programme Directors and Year Tutors to ensure that the needs of the students are effectively met and that their time at ASU is both a pleasant and successful experience.

In addition to the Personal Tutors, the individual course specific academic support and guidance is provided by the Programme Director and the respective Year Tutor. This is particularly important in relation to both the choice of options which are available at level 5 and 6 and the selection of pathways. To ensure that the students make an informed decision, there is a dedicated webpage accompanied by podcasts available. This is further supported by a compulsory plenary session for each year of the programme, together with an Options Fair to give further individual guidance.

The programme provides further general support to the students through the following:
· An induction programme for level 4 students.
· Student handbook, programme handbook and individual module handbooks
· The Moodle Virtual Learning Environment

- Library and study skills packages
- Library and learning resources of both Cardiff Metropolitan University and Applied Science University
- Specialist computing facilities including interactive and multi-media labs
- A 24-hour open access IT facility.
- Unlimited worldwide web access
- Access to student services including those offered by careers, welfare, disability, counselling, and medical centre.

Personal Development Planning

The compulsory level 4 module, Personal Development Planning, is for students to develop personal, social and academic skills. At Level 5 personal development planning is related to the Work Placement module where students reflect from work experience on professional skills required by employers from graduates as well as an understanding of employability, supported by e-learning.

Induction

An Induction Programme is offered to new entry students one week prior to commencement of teaching. The Programme Team is involved in this activity as are Year Tutors and International Mentors. The Induction Programme is both an academic and social event. Academically, students are prepared for study in Higher Education, meet with employers, and are given opportunities to network and socialize with each other. Induction leads into the Passport to Success, a series of weekly or fortnightly plenary sessions that enhance knowledge of business and support their learning experiences. It develops knowledge of potential career opportunities, work placements, and the role of the careers advisory service. External speakers are also invited to add professional knowledge. The Passport to Success continues into Levels 5 where students may take up the opportunity to attend self-improvement courses organized by the Students' Union and the Centre for Entrepreneurship; They may also undertake volunteering activities or become Student Ambassadors.

At Level 6 the Passport to Success is directed through the Careers Service to assist students in finding and preparing for applications for employment. Students claim points for involvement at all three levels and a Certificate of Achievement (Gold, Silver and Bronze) is awarded, based on the number of verifiable points achieved or claimed

10. Work-based learning (to include information about the location of work-based learning and the learning activities that must be undertaken to enable the outcomes to be achieved and demonstrated).

All students must undertake a full-time year-long compulsory Industrial Work Placement module along 60 days' work placement as an assessed part of their academic programme at level 5. This is integrated with a module on employability (Personal Development Planning).

11. Methods for evaluating and improving the quality and standards of teaching and learning (to include, for example, stakeholder feedback from students, graduates and employers).

The programme follows the regulations within Cardiff Metropolitan University's Academic Handbook concerning monitoring, review and evaluation of the programme. This includes completion of an Annual Programme Report (APR).

http://www3.cardiffmet.ac.uk/English/registry/AH2013-14/Pages/AH2_00.aspx

Feedback for the APR is obtained as follows:

The Teaching Team: Members of the team are asked to identify strengths and weaknesses of the programme provision, to identify areas for improvement and requisite staff development. This is done both informally in discussions with the Programme Director and formally through Programme Committee which meets at least three times a year.

Students: All students have the opportunity to comment on the programme and other relevant issues (Library, IT, Student support services) through a questionnaire which is administered for each module at the end of the term/term. Their views are also presented to the Programme Committee by the student representatives. Individual students also have opportunities to discuss areas of concern with their personal tutor and module leader.

Programme Committees: Terms of reference for the Programme Committees can be found in Applied Science University's Academic Handbook.

Staff Student Liaison Committee: This committee meets formally on at least three occasions in each academic year. The purpose of such meetings is to provide a forum for an exchange of views between students and staff in relation to any aspect of the work of the college.

External Examiners: Terms of reference for the role of the external examiner can be found in Applied Science University's Academic Handbook.

School Learning and Teaching Committee: This committee oversees the delivery of all taught programmes within the college with respect to implementation of Cardiff Metropolitan University's academic regulatory framework, compliance with quality assurance systems and progress towards initiatives emanating from the Learning and Teaching Board.

Periodic Review: All existing programmes undergo major in-depth review at least every five years. These concentrate on the development of the programme, on the learning experience of students and on future plans for the programme.

Employers' Advisory Committee: This gives the Programme Directors the opportunity to meet employer representatives which further informs and supports the currency of the programme.

Staff Development: Staff attend regular training sessions run by the university's Learning and Teaching Development Unit as well as external events.

12. Assessment regulations. (All programmes must indicate compliance with the University's Assessment Regulations. In addition, any programme-specific assessment regulations, including those arising from PSRB requirements, must be listed here. Please specify the number of re-assessment attempts allowed [1 or 2] and list any modules which cannot be compensated).

The assessment regulations conform to the Cardiff Metropolitan University regulations for taught modular programmes as outlined in Cardiff Metropolitan University's Academic Handbook which can be found at:

http://www3.uwic.ac.uk/English/registry/academic_handbook/Pages/AH1_04.aspx

and School Assessment Guidelines, Core Content and CSM specific Assessment Guidelines 13/14 (Appendix 11 SED document)

All taught modules within the programme can be compensated. In accordance with the academic regulations, students are permitted a maximum of two reassessment attempts.

13. Indicators of quality and standards

Level of recruitment and retention

Numbers of 1st and 2.1 awarded

Feedback from Module Evaluation Questionnaires

External Examiner Reports

Please note: This specification provides a concise summary of the main features of the programme and the learning outcomes that a student is expected to achieve and demonstrate if he/she is to gain an award. More detailed information on the learning outcomes, content and teaching and learning and assessment methods of each module can be found in programme handbooks/module handbooks. The accuracy of the information contained in this document is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education.

BA (Hons) Accounting and Finance

Awarding Institution/Body	Cardiff Metropolitan University
Teaching Institution	Applied Science University
Dean of College	Dr. Ramzi Nekhili
Programme Accredited By	N/A
Final Award (including any named exit awards)	BA (Hons)
Programme Title	BA (Hons) Accounting and Finance
Programme Director	Dr. Nympha Joseph
Mode of Study	Full-time
Normal Duration of Programme	years 4
Period of Candidature	years 6
Language of Study	English
UCAS Code (or other coding system if relevant)	NN43 (BA Accounting and Finance)
Relevant QAA Subject Benchmarking Group(s)	edition 2007
Date of Production/Revision	May 2017

1. Criteria for admission to the programme.

Students must satisfy the normal minimum entry criteria for admission of students, as outlined in University's Academic Handbook.

Students must:

a. have a pass in a General School Certificate Examination,

b. have proficiency in written and spoken English equivalent to IELTS 4.5 for entry to level

Applications from overseas students are welcomed but all candidates are required to demonstrate a high level of written and verbal fluency. An IELTS test with a minimum score of 6.0 or an equivalent test of English is the standard set for non-English speaking applicants.

Exceptional Entry.

Candidates who do not possess normal minimum entry qualifications are considered on an individual basis by members of the course team. Notification of admission by exceptional entry plus a rationale is forwarded to the University Learning and Teaching Committee and the Registry.

Admissions Policy.

The major criteria for selection of candidates are that they must demonstrate they are capable of succeeding on a degree programme. Exceptional entry students will normally be required to attend for an interview.

All applicants will be invited to attend one of a series of open days held throughout the academic year.

Students whose first language is other than English will need to provide evidence of fluency to at least an IELTS 4.5 standard or equivalent for admission to the foundation year and IELTS 6.0 standard or equivalent for The programme team believes that the combination of courses will provide an educational experience which is developmental in character. We seek to provide progression on the part of the students so that they move from dependence to independence, this being reflected in the reduction in teaching hours as the programme progresses, leaving more time for independent work. Teaching and assessment strategies will also alter to facilitate this transition from dependent to independent learning admission to year one or higher

2. Aims of the programme.

The overall aims of the programme are to:
1. develop within students a body of essential knowledge, understanding and skills which will enable them to begin careers in accountant and finance;
2. develop in students a critical appreciation of the roles undertaken by accountants in the modern business and financial world;
3. lay the foundation for future and professional development and/or post graduate study.

3. Mission and philosophy of the programme.

At Level 4, we seek to provide students with a broad awareness of the fundamental concepts and methods of accountancy and finance and other subjects of which graduates in this area should have some knowledge. Levels 5 and 6 courses are designed to develop the knowledge of these concepts and methods in the key areas of accounting and finance and corporate law.

4. Level

The programme team believes that all students of accountancy and finance should acquire relevant essential knowledge, key skills and competences at Level 4. At this foundation level, the collective aim of the programme is to enable students to obtain a knowledge and understanding of the main current technical language and practices of accountancy and finance and to receive some breadth in their education by studying business-related subjects. Key skills include: understanding and communicating accounting principles using numerical, verbal and written modes; relevant mathematical and statistical skills; the confidence to work in groups and independently; and the development of written and oral presentation skills.

Level 4 courses also seek to develop awareness on the part of the student of the complexity and range of accountancy and finance as disciplines and to locate them within the wider political, legal and socio-economic contexts.

At Level 5 our aim is to continue the process of providing students with relevant skills and knowledge. However, at this level the student is expected to acquire more analytical skills and to be able to gain confidence in the independent demonstration of a greater ability to analyse and synthesise material.

At Level 6, the compulsory areas of study bring technical competence to a high level. The student is expected to demonstrate greater powers of analysis and synthesis. Students are expected to exhibit a greater awareness of alternative models and an ability to use a critical approach, where appropriate.

4. Relevant subject benchmark statements and other external and internal reference points used to inform programme outcomes.

Accounting (2007 edition)

Finance (2007 edition)

The mapping to these benchmark states are to be found at the end of this document.

The programmes are also benchmarked against the programme outcomes of the ACCA, ICAEW and CIMA and we have maximum exemptions from ACCA and ICAEW and substantial exemptions from CIMA and screenshots of the websites are included in the submission.

The programme modules which map against the ICAEW and CIMA papers are stated on the websites. The modules which map against ACCA papers are:

F1 to F3 Exemptions given automatically

F4 Corporate and Business Law

BHL5015 Corporate and Business Law

F5 Performance Management

BAC5010 Performance Management

BAA6000 Advanced Performance Management

F6 Taxation

BAC5007 Taxation

BAA6001 Advanced Taxation

F7 Financial Reporting

BAC5001 Financial Reporting

BAA6002 Advanced Financial Reporting

F8 Audit and Assurance

BAC5003 Audit and Assurance

BAA6003 Audit and Corporate Governance

F9 Financial Management

BAC5006 Financial Management

BAA6004 Advanced Financial Management

ACCA gives the exemption on the basis of the level 6 module, but it is assumed that if the level 6 module has been passed, the associated level 5 module has also been covered.

5. Programme outcomes

i) Knowledge and understanding

On completion of a degree covered by this subject benchmark statement, a student should have the following subject-specific knowledge and skills:

1. some of the contexts in which accounting and finance can be seen as operating (examples of contexts include the legal, ethical, social and natural environment; the accountancy profession; the business entity; the capital markets; the public sector);

2. the main current technical language and practices of accounting (for example, recognition, measurement and disclosure in financial statements; managerial accounting; auditing; taxation) in a specified socio-economic domain;

3. some of the alternative technical languages and practices of accounting (for example, alternative recognition rules and valuation bases, accounting rules followed in other socio-economic domains, alternative managerial accounting approaches to control and decision-making);

4. skills in recording and summarising transactions and other economic events; preparation of financial statements; analysis of the operations of business (for example, decision analysis, performance measurement and management control); financial analysis and projections (for example, analysis of financial ratios, discounted cash flow analysis, budgeting, financial risks);

5. contemporary theories and empirical evidence concerning accounting in at least one of its contexts (for example, accounting and capital markets; accounting and the firm; accounting and the public sector; accounting and society; accounting and sustainability) and the ability to critically evaluate such theories and evidence;

6. theories and empirical evidence concerning financial management, risk and the operation of capital markets;

7. knowledge of the major theoretical tools and theories of finance, and their relevance and application to theoretical and practical problems (e.g. concept of arbitrage and examples of its use; financial mathematics and capital budgeting criteria; informational efficiency).

2) Cognitive Skills

1. Ability to interpret financial data including that arising in the context of the firm or household from accounting statements and data generated in financial markets;

2. Understanding of the relationship between financial theory and empirical testing, and application of this knowledge to the appraisal of the empirical evidence in at least one major theoretical area;

3. Critically analyse the financing arrangements and governance structures of business entities, and an appreciation of how theory and evidence can be combined to assess the effectiveness and efficiency of such arrangements;

4. Identify the factors influencing the investment behaviour and opportunities of private individuals;

5. Evaluate the financial service activity in the economy, and an appreciation of how finance theory and evidence can be employed to interpret these services.

2) Transferable Skills and other attributes

On completion of a degree programme covered by this subject benchmark statement, a student should have acquired the following abilities and skills:

1. the capacity for the critical evaluation of arguments and evidence;

2. the ability to analyse and draw reasoned conclusions concerning structured; and, to a more limited extent, unstructured problems from a given set of data and from data which must be acquired by the student;

3. the ability to locate, extract and analyse data from multiple sources, including the acknowledgement and referencing of sources;

4. capacities for independent and self-managed learning;

5. numeracy skills, including the ability to manipulate financial and other numerical data and to appreciate statistical concepts at an appropriate level;

6. skills in the use of communications and information technology in acquiring, analysing and communicating information (currently these skills include the use of spreadsheets, word processing software, online databases);

7. communication skills including the ability to present quantitative and qualitative information, together with analysis, argument and commentary, in a form appropriate to the intended audience;

8. normally, an ability to work in groups, and other interpersonal skills, including oral as well as written presentation skills.

6. Teaching, learning and assessment strategies to enable outcomes to be achieved and demonstrated.

Learning methods will include a combination of the following.

1. Lectures are used for the delivery of core material and establishing a framework for the course against which other material can be set. Lectures are also supported through the virtual learning environment (Moodle).

2. Tutorial sessions are used in two ways. To expand upon material delivered in lectures,

through an enquiry-driven problem solving approach, and to provide remedial work to overcome any deficiencies in students' background knowledge.

3. Case Studies are employed in a range of courses. This strategy involves presenting students with realistic and complex problems they might not otherwise encounter, and requires them to synthesise or present their own solution orally or in writing.

4. Self-Managed Practical Work: in these classes students are able to practice and refine their skills in a supportive environment where feedback is available from the course tutors.

5. Seminars are used to provide students with experience in presentational skills as well as providing staff with a method of assessing student-centred learning. Visiting lecturers from industry are invited to participate in the teaching programme.

6. Study Texts publish by, for example, BPP or Kaplan, are traditionally used for studying professional accounting exams.

Assessment will include a combination of the following:

· time constrained assignments;

· integrative assignments;

· written examinations;

· multi-choice examinations;

· computer assisted assessment;

· written programme work;

· individual and group presentations;

· assessed practical work;

· oral examinations;

· Dissertation/project.

7. Programme structures and requirements, levels, curriculum units (courses), credits and awards.

The compulsory courses (marked "C") are essential in terms of delivering the necessary content to satisfy the academic requirements of a graduate in this area. Optional courses are denoted "O".

Year 1 (LEVEL 3):

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Arabic Language	ARAB 301			
Arabic for Non Arabic Speakers	ARAB 300	10	C	1
Intermediate English	ENGL 301	10	C	1
Bahrain Civilization &History	HIST 300	10	C	1
Principles Of Management (1)	MBS 301	10	C	1
Computer Skills	CS 300	10	C	1
Mathematics for Business	MATH 300	10	C	2
Principles of Statistics	STAT 300	10	C	2
Principles Of Management (2)	MBS 302	10	C	2
Advanced English	ENGL 302	10	C	2
Principles of Accounting	BAF 301	20	C	2
Human Rights	HRL 300	10	C	Summer
Total		**120**		

YEAR 2: (LEVEL 4):

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Financial Accounting	BAF 408	20	C	1
Business in a Global Context	MBS 461	20	C	1
Personal Development Planning	MBS 431	10	C	1
Digital Accounting	BAF 419	10	C	1
Management Accounting	BAF 409	20	C	2
Quantitative Methods	BAF 403	20	C	2
Financial Services: Regulation and Ethics in the GCC Region	BAF 404	10	C	2
Business Applications	BAF 410	10	C	2
Total		**120**		

YEAR 3: (LEVEL 5):

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Performance Management	BAF 510	10	C	1
Money, Banking & Risk	BAF 513	10	C	1
Financial Management	BAF 506	10	C	1
Investment Markets & Principles	BAF 514	10	C	1
Research Skills	BAF 511	10	C	1
Summer Experience of Work with Personal Development Planning	BAF 531	10	C	1
Financial Reporting	BAF 501	10	C	2
Taxation	BAF 507	10	C	2
Audit and Assurance	BAF 503	10	C	2
Financial Services	BAF 519	10	C	2
Corporate and Business Law	BAF 515	10	C	2
Financial Accounting in Islamic Finance	BAF 520	10	C	2
Total		**120**		

YEAR 4: (LEVEL 6):

Module Name	Code	Credits	Compulsory (C) or Option(O)	Term
Audit and Corporate Governance	BAF 603	10	C	1
Business Planning: Taxation	BAF 614	10	C	1
Advanced Performance Management	BAF 600	10	C	1
Advanced Financial Management	BAF 604	10	C	1
Investment Management	BAF 605	10	C	1
Elective S1-1		10	O	1
Advanced Financial Reporting	BAF 602	10	C	2
Industrial Work Experience	BAF 630	10	C	2
Graduation Project	BAF 609	20	C	2
Advanced Audit	BAF 615	10	C	2
Elective S2-1		10	O	2
Total		**120**		

Year 3 (Level 6) Term 1 Electives (S1)

Advanced Computation taxation	BAF 601	10	O
Strategic Management	MBS 665	10	O

Year 3 (Level 6) Term 2 Electives (S2)

Islamic Accounting	BAF 691	10	O
Capital Markets and Derivatives	BAF 611	10	O
Behavioral Finance	BAF 613	10	O
The Grand Pursuit – The people & ideas that made modern finance	BAF 619	10	O

8. Support for students and their learning

All modules are fully supported by Cardiff Metropolitan University's VLE. Students are also able to make appointments to discuss issues relating to their learning with module tutors, year tutors or the programme director at any mutually convenient time. Students may also consult the CSM personal tutors on general academic matters, such as essay structure or referencing at any time.

9. Work-based learning (to include information about the location of work-based learning and the learning activities that must be undertaken to enable the outcomes to be achieved and demonstrated).

Students on the BA Accounting and Finance complete level 5 module work placement module which consists of 20 days (normally done one day a week over a number of months) on placement at a local employer. This is assessed through a combination of:

Submission of a CV

Submission of application form and covering letter 15 minute employability presentation Submission of five reflective logs and a 2,500 word reflective report .

Students on the sandwich modes of both courses complete a 20 credit level 6 module which consists of a full year's secondment at an employer in the local area or the area local to the student's home. This is assessed through a combination of:

Reflective log for each month of the placement

500 word employer report

30 minute presentation

4,000 word reflective report

10. Methods for evaluating and improving the quality and standards of teaching and learning (to include, for example, stakeholder feedback from students, graduates and employers).

Cardiff Metropolitan University quality assurance and enhancement procedures include:

· regular programme committee meetings with student representation;

· student evaluation and feedback at the end of every module;

· annual programme reports;

· periodic internal and external review of programmes;

· staff development programmes;

11. Assessment regulations. (All programmes must indicate compliance with the University's Assessment Regulations. In addition, any programme-specific assessment regulations, including those arising from PSRB requirements, must be listed here. Please specify the number of re-assessment attempts allowed [1 or 2] and list any modules which cannot be compensated).

The programmes comply with Cardiff Metropolitan University's assessment regulations which can be found at:

http://www.cardiffmet.ac.uk/registry/6A%20FINAL%20FINAL%20FINAL.doc

Students are permitted a maximum of two reassessment attempts.

Please note: This specification provides a concise summary of the main features of the programme and the learning outcomes that a student is expected to achieve and demonstrate if he/she is to gain an award. More detailed information on the learning outcomes, content and teaching and learning and assessment methods of each module can be found in programme handbooks/module handbooks. The accuracy of the information contained in this document is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education.

Appendix 1: Mapping of modules to programme learning outcomes

Knowledge and Skills

1. some of the contexts in which accounting can be seen as operating (examples of contexts include the legal, ethical, social and natural environment; the accountancy profession; the business entity; the capital markets; the public sector)

2. the main current technical language and practices of accounting (for example, recognition, measurement and disclosure in financial statements; managerial accounting; auditing; taxation) in a specified socio-economic domain

3. some of the alternative technical languages and practices of accounting (for example, alternative recognition rules and valuation bases, accounting rules followed in other

socio-economic domains, alternative managerial accounting approaches to control and decision-making)

4. skills in recording and summarising transactions and other economic events; preparation of financial statements; analysis of the operations of business (for example, decision analysis, performance measurement and management control); financial analysis and projections (for example, analysis of financial ratios, discounted cash flow analysis, budgeting, financial risks)

5. contemporary theories and empirical evidence concerning accounting in at least one of its contexts (for example, accounting and capital markets; accounting and the firm; accounting and the public sector; accounting and society; accounting and sustainability) and the ability to critically evaluate such theories and evidence

6. theories and empirical evidence concerning financial management.

Cognitive Abilities and Generic Skills

7. the capacity for the critical evaluation of arguments and evidence;

8. the ability to analyse and draw reasoned conclusions concerning structured; and, to a more limited extent, unstructured problems from a given set of data and from data which must be acquired by the student;

9. the ability to locate, extract and analyse data from multiple sources, including the acknowledgement and referencing of sources;

10. capacities for independent and self-managed learning;

11. numeracy skills, including the ability to manipulate financial and other numerical data and to appreciate statistical concepts at an appropriate level;

12. skills in the use of communications and information technology in acquiring, analysing and communicating information (currently these skills include the use of spreadsheets, word processing software, online databases);

13. communication skills including the ability to present quantitative and qualitative information, together with analysis, argument and commentary, in a form appropriate to the intended audience;

14. normally, an ability to work in groups, and other interpersonal skills, including oral as well as written presentation skills.

Module Name	Learning outcome
Financial Accounting	1,2,4,8,9,10,11,12,13,14
Management Accounting	1,2,4,5,7,8,9,10,11,12,13,14
Quantitative Methods	8,10,11,12,13,14
Digital Accounting	1,2,4,10,10,11,12,13
Financial Services: Regulation and Ethics in the GCC Region	7,8,9,10,11,12,13,14
Business Applications	8,9,10,11,12,13,14
Business in a Global Context	7,8,9,10,12,13,14
Personal Development Planning	7,8,9,10,12,13,14
Performance Management and Advanced Performance Management	1,2,3,4,5,7,8,9,10,11,12,13,14
Taxation, Advanced Computational Taxation,	1,2,5,8,9,10,11,12,13,14
Financial Reporting and Advanced Financial Reporting	1,2,3,4,5,7,8,9,10,11,12,13,14
Audit And Assurance, Audit and Corporate Governance, Advanced Audit	1,2,3,5,7,8,9,10,12,13,14
Financial Management and Advanced Financial Management	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Corporate and Business Law	7,8,9,10,12,13,14
Money, Banking and Risk	7,8,9,10,11,12,13,14
Investment Markets and Principles	7,8,9,10,11,12,13,14
Financial Accounting in Islamic Finance	7,8,9,10,11,12,13,14

Module Name	Learning outcome
Financial Services	7,8,9,10,11,12,13,14
Behavioural Finance	7,8,9,10,11,12,13,14
The Grand Pursuit	7,8,9,10,11,12,13,14
Strategic Management	7,8,9,10,12,13,14
Investment Management	7,8,9,10,11,12,13,14
Capital Markets and Derivatives	7,8,9,10,11,12,13,14
Research Skills	7,8,9,10,11,12,13,14
Summer Experience of Work with Personal Development Planning and Industrial Work Experience	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Graduation Project	1,2,3,4,5,6,7,8,9,10,11,12,13,14

Appendix 2: Mapping of graduate attributes to compulsory modules at each level

Graduate Attributes		Level 3											
		Arabic Language	Upper Intermediate English	Bahrain Civilization and History	Principles Of Management (1)	Computer Skills	Mathematics for Business	Principles of Statistics	Principles Of Management (2)	Advanced English	Principles of Accounting	Human Rights	
PROBLEM SOLVING and ANALYTICAL ABILITY	Use information in a range of media and apply logical and critical thinking to a range of problems					X	X	X	X	X		X	
	Appropriately use evidence gathering, numeracy, analysis and synthesis to investigate problems and provide effective solutions					X	X	X	X			X	
	Consider multiple perspectives as they apply to both practical and theoretical challenges					X	X	X	X		X	X	
INTER-PERSONAL SKILLS AND NETWORKING	Work collaboratively and network effectively, taking the initiative and leading others when appropriate.		X	X		X		X	X		X		
	Negotiate, assert their own values and respect the values and contribu-tions. of others		X	X		X		X	X		X		
	Be able to operate in a range of roles within teams in order to meet common goals			X		X		X	X		X		

Graduate Attributes		Level 3											
		Arabic Language	Upper Intermediate English	Bahrain Civilization andHistory	Principles Of Management (1)	Computer Skills	Mathematics for Business	Principles of Statistics	Principles Of Management (2)	Advanced English	Principles of Accounting	Human Rights	
GLOBAL CITIZENSHIP (DIVERSITY and SUSTAINABILITY)	See themselves as part of a larger community and recognise the impact that their decisions and actions have on those around them.			x	x				x		x		x
	Possess an international perspective and the inter-cultural competence to engage effectively with the environments in which they operate			x	x				x		x		x
	Appreciate the importance of sustainable development								x		x		x

Graduate Attributes		Level 3											
		Arabic Language	Upper Intermediate English	Bahrain Civilization andHistory	Principles Of Management (1)	Computer Skills	Mathematics for Business	Principles of Statistics	Principles Of Management (2)	Advanced English	Principles of Accounting	Human Rights	
FLEXIBILITY and ADAPTABILITY (LIFE-LONG LEARNING)	Be able to effect change and be responsive to the situations and environments in which they operate												
	Show openness to life-long learning through directed and self-directed study and apply learning to new and unexpected situations			x	x	x	x	x	x				
	Identify, evaluate and implement personal learning strategies					x	x	x	x			x	

Graduate Attributes		Level 3											
		Arabic Language	Upper Intermediate English	Bahrain Civilization andHistory	Principles Of Management (1)	Computer Skills	Mathematics for Business	Principles of Statistics	Principles Of Management (2)	Advanced English	Principles of Accounting	Human Rights	
EFFECTIVE COMMUNICATION	Be able to communicate effectively for different purposes and in different contexts		x	x		x	x	x	x	x	x		
	Use the communication appropriate to a given situation including oral, written, numerical and graphic communication		x	x		x	x	x	x	x	x		
	Effectively communicate with others, using digital technologies and engage productively in relevant online communities		x	x		x	x	x	x	x	x		
CREATIVITY and INNOVATION	Have the ability to articulate new meanings; devise new arguments and find new ways of extending, modifying or contesting existing arguments				x	x							
	Create value through originality, use of imagination and innovation					x							
	Initiate innovative solutions processes or ideas through invention, exploration and making connections between different fields of knowledge					x							

Graduate Attributes		Level 4								
		Financial Accounting	Management Accounting	Business in a Global Context	Personal Development Planning	Digital Accounting	Quantitative Methods	Financial Services: Regulation and Ethics in the GCC Region	Business Applications	
PROBLEM SOLVING and ANALYTICAL ABILITY	Use information in a range of media and apply logical and critical thinking to a range of problems		x	x	x	x	x	x	x	x
	Appropriately use evidence gathering, numeracy, analysis and synthesis to investigate problems and provide effective solutions		x	x	x	x	x	x	x	
	Consider multiple perspectives as they apply to both practical and theoretical challenges		x	x	x	x	x	x	x	

Graduate Attributes		Level 4								
		Financial Accounting	Management Accounting	Business in a Global Context	Personal Development Planning	Digital Accounting	Quantitative Methods	Financial Services: Regulation and Ethics in the GCC Region	Business Applications	
INTER-PERSONAL SKILLS AND NETWORKING	Work collaboratively and network effectively, taking the initiative and leading others when appropriate.		x	x	x			x	x	
	Negotiate, assert their own values and respect the values and contributions of others.		x	x	x			x	x	
	Be able to operate in a range of roles within teams in order to meet common goals		x	x	x			x	x	
GLOBAL CITIZENSHIP (DIVERSITY and SUS-TAINABILITY)	See themselves as part of a larger community and recognise the impact that their decisions and actions have on those around them.				x				x	
	Possess an international perspective and the inter-cultural competence to engage effectively with the environments in which they operate				x				x	
	Appreciate the importance of sustainable development				x				x	

Graduate Attributes		Level 4								
		Financial Accounting	Management Accounting	Business in a Global Context	Personal Development Planning	Digital Accounting	Quantitative Methods	Financial Services: Regulation and Ethics in the GCC Region	Business Applications	
FLEXIBILITY and ADAPTABILITY (LIFE-LONG LEARNING)	Be able to effect change and be responsive to the situations and environments in which they operate									
	Show openness to life-long learning through directed and self-directed study and apply learning to new and unexpected situations		X	X	X	X	X	X	X	
	Identify, evaluate and implement personal learning strategies		X	X	X	X	X	X	X	
EFFECTIVE COMMUNI-CATION	Be able to communicate effectively for different purposes and in different contexts		X	X	X	X	X	X	X	X
	Use the communication appropriate to a given situation including oral, written, numerical and graphic communication		X	X	X	X	X	X	X	X
	Effectively communicate with others, using digital technologies and engage productively in relevant online communities		X	X	X	X	X	X	X	X

Graduate Attributes		Level 4							
		Financial Accounting	Management Accounting	Business in a Global Context	Personal Development Planning	Digital Accounting	Quantitative Methods	Financial Services: Regulation and Ethics in the GCC Region	Business Applications
CREATIVITY and INNO-VATION	Have the ability to articulate new meanings; devise new arguments and find new ways of extending, modifying or contesting existing arguments				x	x			
	Create value through originality, use of imagination and innovation					x			
	Initiate innovative solutions processes or ideas through invention, exploration and making connections between different fields of knowledge					x			

Graduate Attributes		Level 5											
		Performance Management	Financial Management	Financial Reporting	Taxation	Audit and Assurance	Corporate and Business Law	Financial Accounting in Islamic Finance	Money Banking and Risk	Financial Services	Investment Markets and Principles	Research Skills	Work Experience with PDP
PROBLEM SOLV-ING and ANA-LYTICAL ABILITY	Use information in a range of media and apply logical and criti-cal thinking to a range of problems		X	X	X	X	X	X	X	X	X	X	X	X
	Appropriately use evidence gathering, numeracy, analysis and synthesis to investigate problems and provide effective solutions		X	X	X	X	X	X	X	X	X	X	X	X
	Consider multiple perspectives as they apply to both prac-tical and theoretical challenges		X	X	X	X	X	X	X	X	X	X		
INTER-PERSON-AL SKILLS AND NETWORKING	Work collaboratively and network effectively, taking the initiative and leading others when appropriate.		X	X	X	X	X	X	X	X	X		X	X
	Negotiate, assert their own values and respect the values and contributions of others.		X	X	X	X	X	X	X	X	X		X	X
	Be able to operate in a range of roles within teams in order to meet common goals		X	X	X	X	X	X	X	X	X		X	X

Graduate Attributes		Level 5											
		Performance Management	Financial Management	Financial Reporting	Taxation	Audit and Assurance	Corporate and Business Law	Financial Accounting in Islamic Finance	Money Banking and Risk	Financial Services	Investment Markets and Principles	Research Skills	Work Experience with PDP
GLOBAL CITI-ZENSHIP (DIVER-SITY and SUS-TAINABILITY)	See themselves as part of a larger community and recognise the impact that their decisions and actions have on those around them.		x	x	x		x	x	x	x	x	x	x	x
	Possess an international perspective and the inter-cultural competence to engage effectively with the environments in which they operate		x	x	x		x	x	x	x	x	x	x	x
	Appreciate the impor-tance of sustainable development		x	x	x		x	x	x	x	x		x	x

Graduate Attributes		Level 5											
		Performance Management	Financial Management	Financial Reporting	Taxation	Audit and Assurance	Corporate and Business Law	Financial Accounting in Islamic Finance	Money Banking and Risk	Financial Services	Investment Markets and Principles	Research Skills	Work Experience with PDP
FLEXIBILITY and ADAPTABILITY (LIFE-LONG LEARNING)	Be able to effect change and be responsive to the situations and environments in which they operate		X	X	X		X	X	X	X	X	X	X	X
	Show openness to life-long learning through directed and self-directed study and apply learning to new and unexpected situations		X	X	X	X	X	X	X	X	X	X	X	X
	Identify, evaluate and implement personal learning strategies		X	X	X	X	X	X	X	X	X	X	X	X

Graduate Attributes		Level 5												
		Performance Management	Financial Management	Financial Reporting	Taxation	Audit and Assurance	Corporate and Business Law	Financial Accounting in Islamic Finance	Money Banking and Risk	Financial Services	Investment Markets and Principles	Research Skills	Work Experience with PDP	
EFFECTIVE COMMUNICATION	Be able to communicate effectively for different purposes and in different contexts		X	X	X	X	X	X	X	X	X		X	X
	Use the communication appropriate to a given situation including oral, written, numerical and graphic communication		X	X	X	X	X	X	X	X	X	X	X	X
	Effectively communicate with others, using digital technologies and engage productively in relevant online communities		X	X	X	X	X	X	X	X	X		X	X

Graduate Attributes		Level 5											
		Performance Management	Financial Management	Financial Reporting	Taxation	Audit and Assurance	Corporate and Business Law	Financial Accounting in Islamic Finance	Money Banking and Risk	Financial Services	Investment Markets and Principles	Research Skills	Work Experience with PDP
CREATIVITY and INNOVATION	Have the ability to articulate new meanings; devise new arguments and find new ways of extending, modifying or contesting existing arguments		X	X	X	X	X	X	X	X	X	X	X	X
	Create value through originality, use of imagination and innovation		X	X	X	X	X	X	X	X	X	X	X	X
	Initiate innovative solutions processes or ideas through invention, exploration and making connections between different fields of knowledge		X	X	X	X	X	X	X	X	X		X	X

Graduate Attributes		Level 6													
		Advanced Performance Management	Advanced Financial Management	Investment Management	Advanced Taxation	Capital Markets and Derivatives	Advanced Financial Reporting	Audit and Corporate Governance	Strategic Management	Behavioural Finance	The Grand Pursuit: The people and ideas that made modern finance.	Business Planning and taxation	Advanced Audit	Industrial Work Experience	Graduation Project (Dissertation)
PROBLEM SOLVING and ANALYTICAL ABILITY	Use information in a range of media and apply logical and critical thinking to a range of problems		x	x	x	x	x	x	x	x	x	x	x	x	x
	Appropriately use evidence gathering, numeracy, analysis and synthesis to investigate problems and provide effective solutions		x	x	x	x	x	x	x	x	x	x	x	x	x
	Consider multiple perspectives as they apply to both practical and theoretical challenges		x	x	x	x	x	x	x	x	x	x	x	x	x

Graduate Attributes		Level 6													
		Advanced Performance Management	Advanced Financial Management	Investment Management	Advanced Taxation	Capital Markets and Derivatives	Advanced Financial Reporting	Audit and Corporate Governance	Strategic Management	Behavioural Finance	The Grand Pursuit: The people and ideas that made modern finance.	Business Planning and taxation	Advanced Audit	Industrial Work Experience	Graduation Project (Dissertation)
INTER-PER-SONAL SKILLS AND NET-WORKING	Work collaboratively and network effectively, taking the initiative and leading others when appropriate.		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Negotiate, assert their own values and respect the values and contributions of others.		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Be able to operate in a range of roles within teams in order to meet common goals		x	x	x	x	x	x	x	x	x	x	x	x	x	x

Graduate Attributes		Level 6													
		Advanced Performance Management	Advanced Financial Management	Investment Management	Advanced Taxation	Capital Markets and Derivatives	Advanced Financial Reporting	Audit and Corporate Governance	Strategic Management	Behavioural Finance	The Grand Pursuit: The people and ideas that made modern finance.	Business Planning and taxation	Advanced Audit	Industrial Work Experience	Graduation Project (Dissertation)
GLOBAL CITI-ZENSHIP (DIVERSITY and SUS-TAINABIL-ITY)	See themselves as part of a larger community and recognise the impact that their decisions and actions have on those around them.		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Possess an international perspective and the inter-cultural competence to engage effectively with the environments in which they operate		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Appreciate the importance of sustainable development		x	x	x	x	x	x	x	x	x	x	x	x	x	x

Graduate Attributes		Level 6													
		Advanced Performance Management	Advanced Financial Management	Investment Management	Advanced Taxation	Capital Markets and Derivatives	Advanced Financial Reporting	Audit and Corporate Governance	Strategic Management	Behavioural Finance	The Grand Pursuit: The people and ideas that made modern finance.	Business Planning and taxation	Advanced Audit	Industrial Work Experience	Graduation Project (Dissertation)
FLEXIBIL-ITY and ADAPT-ABILITY (LIFE-LONG LEARNING)	Be able to effect change and be responsive to the situations and environments in which they operate		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Show openness to life-long learning through directed and self-directed study and apply learning to new and unexpected situations		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Identify, evaluate and implement personal learning strategies		x	x	x	x	x	x	x	x	x	x	x	x	x	x

Graduate Attributes		Level 6													
		Advanced Performance Management	Advanced Financial Management	Investment Management	Advanced Taxation	Capital Markets and Derivatives	Advanced Financial Reporting	Audit and Corporate Governance	Strategic Management	Behavioural Finance	The Grand Pursuit: The people and ideas that made modern finance.	Business Planning and taxation	Advanced Audit	Industrial Work Experience	Graduation Project (Dissertation)
EFFECTIVE COMMUNI-CATION	Be able to communicate effectively for different purposes and in different contexts		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Use the communication appropriate to a given situation including oral, written, numerical and graphic communication		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Effectively communicate with others, using digital technologies and engage productively in relevant online communities		x	x	x	x	x	x	x	x	x	x	x	x	x	x

Graduate Attributes		Level 6													
		Advanced Performance Management	Advanced Financial Management	Investment Management	Advanced Taxation	Capital Markets and Derivatives	Advanced Financial Reporting	Audit and Corporate Governance	Strategic Management	Behavioural Finance	The Grand Pursuit: The people and ideas that made modern finance.	Business Planning and taxation	Advanced Audit	Industrial Work Experience	Graduation Project (Dissertation)
CREATIVITY and INNO-VATION	Have the ability to articulate new meanings; devise new arguments and find new ways of extending, modifying or contesting existing arguments		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Create value through originality, use of imagination and innovation		x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Initiate innovative solutions processes or ideas through invention, exploration and making connections between different fields of knowledge		x	x	x	x	x	x	x	x	x	x	x	x	x	x

BACHELOR
DEGREE BYLAW

Article (1)

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

Article (2)

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

A. President: University President

B. Council: University Council

C. College Dean: Dean of the College to which the student belongs

D. Study System: Credit Hours System

2. Credit Hours System:

The system of study is based on:

A. Number of credit hours that should be completed by the student and passed according to the level determined by the University as a condition for graduation in any academic programme.

B. Identification of academic fields in which such credit hours are distributed as per the provisions of this bylaw giving the student the freedom to select required courses based on his/her needs and readiness with the guidance from his/her academic advisor and within the range of minimum and maximum credit hours allowed per semester and according to the advising plan.

3. Credit Hours (Cr.):

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

4. University Year:

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

5. Semester:

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

6. University Requirements:

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

7. College Requirements:

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

8. Programme:

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

9. Programme Requirements:

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

10. Academic Level:

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

11. Elective Courses:

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

12. Compulsory Courses:

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

13. Prerequisite:

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

14. Study Load:

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

15. Study Plan:

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

16. Punctuality:

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

17. The Academic Advisor:

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

18. Course Grade:

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

19. Semester Average:

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

20. Grade Point Average (GPA):

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

21. Minimum Pass Mark:

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

22. Transcript:

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

23. Withdrawal:

· **Withdrawal from the course (W)**

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

· **Emergency Withdrawal (WE)**

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

· **Forced Withdrawal (WF)**

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

· **Automatic Withdrawal (WA)**

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

· **Cancel Registration (CR)**

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

24. Academic Warning:

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

Article (3):

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

1. College of Administrative Sciences:

A. Bachelor in Accounting   135 Credit Hours

B. Bachelor in Business Administration   135 Credit Hours

C. Bachelor in Accounting and Finance   135 Credit Hours

D. Bachelor in Management Information Systems   135 Credit Hours

E. Bachelor in Political Sciences   135 Credit Hours

F. B.A. (Hons) Management and Business Studies   **135 Credit Hours** (Hosted)

G. B.A. (Hons) Accounting and Finance   **135 Credit Hours** (Hosted)

2. College of Law

Bachelor in Law   135 Credit Hours

3. College of Arts and Science

A. Bachelor in Computer Science   135 Credit Hours

B. Bachelor in Graphic Design   135 Credit Hours

C. Bachelor in Interior Design   132 Credit Hours

4. College of Engineering

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

B. B.Eng. (Hons) Architectural Design Engineering   150 Credit Hours (Hosted)

Article (4) Study Plan:

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

1. University requirements:

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

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

Course no.	Course Name	Credit Hours
ARB101	Arabic Language	3
ENG101	English Language 1	3
ENG102	English Language 2	3
CS104	Computer Skills	3
HBH105	Bahrain Civilization and History	3
BA 161	Introduction to Entrepreneurship	3
HR106	Human Rights	3

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

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

Group	Course no.	Course Name	Credit Hours
First Group	ISL 101	Islamic Culture	3
	ISL 103	Islam and Contemporary Issues	3
	ISL 102	Islamic Ethics	3
Second Group	SOC 101	Introduction to Sociology	3
	MAN 101	Man and Environment	3
	LIB 101	Introduction to Library Science	3
	SPT 101	Special Topics	3
	CS 205	Computer Applications	3
	LFS102	Thinking & Communications Skills Development	3

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

2. College Requirements:

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

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

3. Requirements of the programme and Supporting Courses:

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

Article (5): Admissions Requirements and Placement tests for new students

1. University Admissions requirements:

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

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

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

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

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

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

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

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

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

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

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

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

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

· The student is exempted from the courses ENG 097 and ENG 098 for programmes taught in English, and the course ENG 099 for programmes taught in Arabic if they have obtained (5) or higher in an IELTS test, or 450 and higher in a TOEFL test.

· The English language placement test is conducted in the semester in which the student is admitted. If the student does not attend the test, they will be given a mark of 0, and will not be allowed to postpone the test for any reason or under any circumstances.

· Students transferred from other universities will be exempted from the English language placement test if they have taken an equivalent English course in their previous university.

Article (6): Credit Hours

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

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

Article (7): Levels of Study

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

2- The students registered at the University under the Bachelor Degree are classified into four levels: first year, second year, third year, and fourth year, according to the number of credit hours they completed. It should be the case that a second year student has completed 33 credit hours, whereas a third year student will have completed 66 credit hours, and a fourth year student will have completed 99 credit hours.

Article (8): Prerequisites

1. The student is not allowed to study a course before studying its prerequisite courses.

2. The student is allowed to study a certain course and its prerequisite in the same semester if their graduation so requires, or if they have previously failed the prerequisite. This happens with the consent of the Dean of the College and with a recommendation from the Head of the Department and the academic advisor, provided that the student does not have more than one prerequisite to complete or to pass.

3. The meaning of studying a prerequisite which is mentioned in paragraphs 1 and 2 of this article: -the student should have registered, attended and taken the exams of the prerequisite irrespective of passing or failing it, provided that his grade is not less than 36%.

Article (9): Duration of Study:

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

2. Students are not allowed to obtain a Bachelor Degree in a period of less than three years.

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

Article (10): Study Load

The minimum number of credit hours a student may register for is 12 credit hours per semester, and the maximum is 19 credit hours per semester. A student is allowed to register less than 12 credit hours only once during his studies. Moreover, he is allowed to register less than the aforementioned minimum number of credit hours more than once on condition that he is considered a part-time student and that it should not count

towards the minimum period of obtaining the degree. A student is allowed to register for extra credit hours, provided that these hours do not exceed 21 credit hours, and the following conditions are met:

- His GPA is not less than 84%.

- The student needs to study 21 credit hours to complete the requirements of graduation during that semester.

Article (11)

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

Article (12): Punctuality

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

Article (13): Absence and Excuses

1. The student is not allowed to be absent for more than 25% of the course credit hours.

2. The course instructor submits the names of those students whose absenteeism exceeds 15% of the total hours of the course to the Head of the Department in order to take the necessary action.

3. If the student is absent for more than 25% of the total course credit hours without a reasonable excuse that is accepted by the College Dean, they will not be allowed to attend their final exam and will be given the minimum pass mark, i.e. (WF, 35). The student will then have to retake the course, if it is compulsory. In all cases, the grade will be included in the calculation of the student's accumulative and semester average for warning or dismissal purposes.

4. The Head of the Department submits to the College Dean a list of those students who are prohibited from taking the final examinations due to their absenteeism, to inform the Deanship of Admissions and Registration to assign to those students the minimum grade for that course.

Article (14): Absence

1. If the student is absent for more than 25% of the course hours due to illness or any reasonable excuse that is accepted by the College Dean, they will be considered as withdrawn from the course with a grade of (W), and the rules of withdrawal will apply. Students who represent the Kingdom or the University in social activities shall be permitted to be absent for no more than 30% of the total course hours.

2. It is necessary that sick leave be issued by an approved medical authority and a certificate be submitted to the Dean of College within a period of two weeks from the date of the absence.

Article (15): Examinations

1. Any student absent from the final exam without an excuse that is accepted by the College Dean will be given a mark of zero.

2. The maximum number of (stamped) sick leave for out-patient students is five days if approved within two working days, whereas for in-patient students, approval must be sought within four working days from the period of absence.

3. If the student misses the final exam with a reasonable excuse that is accepted by the Dean of the College, the Dean is responsible for informing the Deanship of Admissions and Registration of the need to assign a grade of "incomplete", where the course instructor will schedule a make-up exam within the first 2 weeks of the next semester unless the student has postponed that semester; this rule doesn't apply to the summer semester since it is an optional semester. If this does not happen, the students will not be able to retake the exam, and he/she will be assigned the minimum grade for that course which is (IF, 35).

4. It is possible to consider the student who has missed the final examination with an acceptable excuse as withdrawn from the course, provided that he successfully passed the Mid-Term exam and the coursework, and are not registered for the make-up exam during the period determined in Paragraph 3 above, and that the student did not miss a make-up exam scheduled by the department without providing an acceptable excuse to the Dean.

Article (16): Course Description

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

Article (17): Marks

1. The final mark for each course is the sum of the final exam mark and the coursework mark.

2. The coursework includes the following:

a) Oral and written quizzes, reports, research, group discussions, presentations and class participation, and counts for 20% of the overall course mark.

b) A mid-term written exam which counts for 30%.

3. The final exam for each course is held at the end of the semester and counts for 50% of the overall mark. The final exam is a written exam that covers the course material

and may include oral or practical tests or a submitted report and the College Council determines, based on a recommendation from the concerned Department, its percentage from the final exam mark. This has to be announced to the student at the beginning of the semester.

4. The distribution of the marks for practical courses, or those which have a practical element, are determined by the College Council based on recommendations by the Department Council.

5. The Final exam, Mid-term exam grades and coursework may be re-distributed if recommended by the Department Council and the College Council and given an approval from the University Council.

6. The marks are calculated and recorded for each course using percentages, and the credit hours of the course should be clearly stated.

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

Article (18): Examination Questions

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

Article (19)

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

Article (20)

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

Article (21)

1. Mark Classifications are as follows:

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

2. The Accumulative Averages are classified as follows:

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

Article (22): Calculation of Semester and GPA Averages

1. The calculation of any semester or GPA averages is done by multiplying the percentage for each course by the number of credit hours for each course divided by the total number of credit hours.

2. In cases where the student has failed, their mark will be recorded by the course instructor as 35%, including all marks that fall below 35%.

3. All courses completed by the student are documented in their academic transcript.

Article (23): Appeals

1. Students have the right to appeal against their final examination mark for any course within ten days of the results being announced. The Dean is then entitled to investigate whether any mistakes were made in the calculating or recording of marks or unmarked marks. This is done by a committee formed by the College Dean, consisting of academic staff members but not including the course instructor.

2. The student pays 10 Dinars for each appeal request.

3. The student has to right to appeal against his final mark for any course using the following steps:

A. The student submits an appeal request to the Deanship of Admissions and Registration within 10 days of the results announcement. The student then pays 10 Bahraini dinars - to be refunded if the mark is subsequently augmented.

B. The Head of the Academic Department forms a special committee that consists of two academic staff members to review the coursework results and re-mark the final exam paper; provided that the student's course instructor is not a member of the committee. If the committee cannot agree on the same result, it will be transferred to a third member to make the final decision.

C. The committee depends on the mark distribution that was provided by the course instructor.

D. The committee submits its report to the Head of the Academic Department within one week of its formation.

E. If the mark is changed following the committee report, it will be approved by the concerned Head of Department and College Dean. The report will then be delivered to the Deanship of Admissions and Registration to amend the mark prior to end of the Add/Drop period of the coming semester.

F. The Deanship of Admissions and Registration notifies the student of the result.

G. The student is not allowed to request an appeal on a course that was already reviewed. The first appeal's decision will be considered as a final decision.

Article (24): Adding or Dropping Courses

1. The student is allowed to withdraw from courses in which they are registered and add new courses within five working days of the beginning of the first and second semesters, and within three working days of the beginning of the summer semester. The courses dropped within those periods will not be included in the student's academic transcript.

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

Article (25): Withdrawal from and completion of courses

1. In cases where the student has withdrawn from a course, the note 'W withdrawn' will appear next to the course on his academic transcript.

2. The note 'incomplete' will appear next to the course if the student does not complete the requirements, or misses the final exam with an acceptable excuse.

3. If the student obtains the result of 'incomplete' in some courses, their averages will be calculated when the marks of the courses are complete. The averages are considered retroactively from the date of the student having obtained the 'incomplete' result, when it comes to academic warning or dismissal.

Article (26): Honorary Board

1. Each semester The President issues the names of students listed in the honorary board of the University. This includes names of students who have obtained semester

averages of 92% and above, and the University honours them in a way that it deems appropriate.

2. The Dean places the names of the students who have obtained semester averages of 85% and above on the honorary board of the College, and notes this in their academic transcript, provided their load of study is no less than 12 credit hours.

3. The bylaw of the Honorary Board of the Excellent Students in the Applied Science University is applied to the students listed in the above Clauses 1 and 2.

Article (27): Academic Warning and Dismissal

1. The student is given an academic warning if his GPA is lower than the minimum required level for graduation in the academic programme at the end of any semester, except for his/her first semester at the University, the semester when the student changes his specialization (if it occurs) and also the summer semester; the Deanship of Admissions and Registration notifies the student via the method it deems appropriate.

2. The Student who receives an academic warning should resolve the issues that have caused him/her to be put under probation within a maximum period of three regular semesters after the semester because of which he/she was put under probation.

3. If the student receives an academic warning then was capable to increase his/her GPA to the required minimum, the effects of that warning are cancelled; and if his/her GPA decreases again at a later stage, he/she shall receive a new academic warning different from the previous warning (s).

4. The student who is subject to an academic warning is not allowed to register for more than four courses (12) credit hours in the semester, except with a recommendation from the Academic Advisor and the Head of Department.

5. The student who is given an academic warning is not allowed to participate in any extra-curricular activities held at the University.

6. The summer semester is not taken into consideration for the purposes of academic warning and dismissal, but the academic warning is cancelled if the student's GPA has increased to the minimum required level for graduation in the academic programme according to the result of the summer semester.

7. If the student cannot resolve the issues that have caused him/her to be put under probation, by virtue of Clause (2) of this article, he/she will be dismissed from the academic programme, and maintains the right to move to another academic programme.

8. Any student who has successfully completed 75% of the credit hours required for the academic programme will not be dismissed. The student obtaining a GPA between 59.5% and 59.9% by the end of the third semester of the academic warning will also

be excluded from dismissal and, in both cases, the student remains under probation until he/she manages to raise his/her GPA to the minimum required for graduation and is only dismissed if he/she exceeds the maximum permitted study duration in the university.

9. A student who is dismissed from his/her initial academic programme and then denied registration at a new academic programme will be dismissed from the University.

10. The student is not allowed to move to an academic programme from which he/she was dismissed in the past.

11. In spite of the above, every student who exceeds the maximum permitted study duration in the university will be dismissed.

Article (28): Re-taking the Course

1. Student must re-take any of the compulsory courses that he has failed. If a student fails an elective course, he is allowed to study another course according to the study plan. The student is also allowed to re-take any course in which they have obtained a mark below 65%, in order to raise his GPA. In all of the cases indicated, the higher mark will be calculated for the student and the lower mark will be ignored.

2. In cases where the student re-takes a course due to an earlier failure or for any other reason, the credit hours of this course will be calculated only once within the number of hours required for graduation.

3. If the student completes more courses than the required elective courses in their study plan, the courses with the highest grades will be included in the calculation of their accumulative average, taking into account Paragraphs (1) and (2) of this article.

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

1. The student is entitled to submit a postponement request prior to the commencement of the semester and provide reasons to convince the concerned body, according to the following criteria:

A. College Dean: if the postponement required is for a period of one semester and does not exceed four semesters, whether continuous or not.

B. College Council: if the postponement required is for a period exceeding four semesters, and for no more than six semesters, whether continuous or not.

2. A newly admitted or transferred student is not allowed to postpone a semester unless he has already completed one semester at the University (the credit hours of the foundation courses are excluded).

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

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

1. If the full-time student is not registered at the University for one or more semesters, and does not obtain written consent from the College Dean for the postponement of his study for this period, his admissions will be cancelled.

2. The University Council may re-register the enrolled student if he presents a reasonable excuse that is approved by the Council. After approval, the student may retain their entire previous academic transcript, provided that the postponement period is not more than four academic years and that they will be able to meet the graduation requirements within the permitted period.

3. The University Council, based on the recommendations of the College Council and the Deanship of Admissions and Registration, will determine the study plan for the re-registered student.

4. The student, whose total excused absences exceed (25%) of the credit hours for semester courses, is considered withdrawn from the semester and the note 'Withdrawn W' will appear on their transcript. This semester will be considered postponed.

5. The student may submit a request to the College Dean to withdraw from all courses registered in a specific semester. If approval from the Dean is obtained, that semester will be considered postponed, and the student should submit such a request at least four weeks prior to the date of the final exams.

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

1. The student may transfer from one programme to another in the University, if there is a suitable vacancy, provided that his secondary school GPA qualifies him to study in such a programme.

2. When the student is transferred to another programme, he may be exempted from any courses of his choice that he completed in the previous programme if they are included in the study plan of the new programme. The marks of such courses are included in the student's semester and GPA average.

3. Each 15-credit-hour course selected, as per the previous clause, is calculated as one semester.

4. Transfer requests will be submitted to the Dean of Admissions and Registration using the prescribed forms.

5. The transferred student receives the same treatment as the new student, for the purposes of postponement, warnings, and dismissal from the programme.

Article (32): Visiting Students

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

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

A. The student should be a full-time enrolled student in a university

B. The visiting student should be studying at a recognised university as per the laws and bylaws of the Higher Education Council in Bahrain.

C. The student should be nominated by his original university to study specific courses, and at the end of the semester, his results will be sent to the responsible body in his original university.

D. A vacancy must be available in the courses that the visiting student is applying for.

E. Visiting students are registered after the period of registration and add/drop, and only in those courses that have available seats.

2. Students desiring to study as visiting students in another university, recognised by the national committee for the equalization of certificates by the Ministry of Education of the Kingdom of Bahrain, should obtain prior consent from the Deanship of Admissions and Registration in the University with the subjects to be studied based on recommendations from the relevant academic department. This consent requires a submission of study request in the other university supported by the following documents:

A. Description of the contents of the course to be studied as approved by the relevant body in the external university, to be submitted to the academic department concerned as per the controls declared by the University Council.

B. A letter obtained from the Dean of Admissions and Registration in the University addressed to the relevant body in the host University.

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

Article (33)

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

Article (34): Transfer from Other Universities

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

1. Meeting the requirements of the admissions and registration of the University. In addition, the student must have an acceptable secondary school average or its equivalent for the programme to which he is transferred.

2. The student must be transferring from an accredited university, college, or higher education institute that is approved by the Equivalence Committee at the Ministry of Education in the Kingdom of Bahrain. The courses completed by the transfer student will be included in their study plan, provided that the credit hours accumulated from their previous university are no less than the credit hours of their new course in the Applied Science University.

3. They are a full-time student, and evidence of this is provided.

4. The student is not dismissed for disciplinary purposes from their previous university directly before submitting the transfer request.

5. Every 15 credit hours completed by the transfer student is equal to one semester, provided that the course marks are not calculated in the semester and GPA averages.

Article (35): Re-enrolling in the university

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

2. The student academic transcript will not be considered if the student postpones his study for four or more years.

3. In all cases, the student should study at least 1/3 credit hours with the Applied Science University.

Article (36): Requirements to obtain a Bachelor Degree

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

1. Successfully passing all courses required for graduation in the study plan

2. Obtaining a GPA of no less than 60%

3. Spending the minimum duration required for graduation and not exceeding the maximum duration, as indicated in Article (9) of this bylaw

Article (37): Course Equivalence

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

1. The number of credit hours transferred should not exceed 66% (2/3rds) of the Bachelor Degree requirements, where the minimum study duration for a transferred student is two academic semesters and a minimum of 30 credit hours. Courses with a grade less than C are not transferred.

2. The number of credit hours required in order to be transferred cannot be less than the number of the credit hours of the equivalent course.

3. The course is equivalent to only one course.

4. An official and approved academic transcript is required to verify the student's successful completion of the course.

Article (38): Issuing the Graduation Certificate

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

Article (39)

1. In cases where the student's graduation is dependent on one or two compulsory courses that are not listed in the semester schedule, or whose timing clashes with another compulsory course, or where the student has failed in the same course twice, the Dean of the College, in consultation with the Head of Department, may allow the student to enrol in an alternative course(s) that is (are) equivalent to the original one(s). The Deanship of Admissions and Registration should be notified accordingly.

2. If the student's graduation depends on one or two elective courses, and the student could not register them for a reason beyond his control, the Dean is entitled to approve the replacement of these courses with other appropriate courses of matching levels from the same or other college upon a recommendation from the concerned Head of Department. The Deanship of Admissions and Registration should be notified.

3. In all cases, whether the matter is related to compulsory and/or elective subjects, the number of alternative courses should be no more than two courses.

4. If the student did not register for a compulsory or elective course because it was not offered or because it clashed with another course, they are allowed to register for an equivalent course upon the recommendation of the Head of Department and the approval of the Dean.

Article (40)

1. The Head of Department and the Academic Advisor are responsible for following up the academic status of the students in co-ordination with the Deanship of Admissions and Registration, and to examine their fulfilment of the graduation requirements.

2. Any student who is expected to graduate at the end of any semester must fill out a graduation form with their department a semester before their graduating semester. This happens in coordination with the Deanship of Admissions and Registration in order to avoid any unexpected mistakes.

Article (41)

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

Article (42)

The student does not have the right to claim that they were not aware of these bylaws, University announcements, or anything published on the University noticeboard regarding these instructions.

Article (43)

The Bachelor Degree bears the due date.

Article (44)

1. The student must pay the tuition fees and any required deposit at the time of their registration in each semester. The student registration will not be completed unless they pay all the required fees. The University has the right to amend the amount of fees and deposits required as it deems appropriate, after obtaining the approval of the responsible bodies.

2. Newly-admitted students who have applied to the University immediately after their graduation from secondary schools are entitled to a discount in their first semester. This discount relates to tuition fees only. Other fees such as books fees are excluded:

A. 30% for students who have obtained a GPA 95% and above.

B. 15% for students who have obtained a GPA 90-94.99%.

3. Tuition fees paid by students are as follows

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

1. College of Administrative Sciences

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Bachelor's Degree in Accounting	135	BHD 92.700
2	Bachelor's Degree in Business Administration	135	BHD 92.700
3	Bachelor's Degree in Accounting and Finance Sciences	135	BHD 92.700
4	Bachelor's Degree in Management Information Systems	135	BHD 92.700
5	Bachelor's Degree in Political Sciences	135	BHD 92.700

2. College of Law

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

3. College of Art & Science

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

4. Hosted Programmes

Hosted Programmes from Cardiff Metropolitan University			
N°	Programmes	Credit Hours	Fees per Credit Hour
1	B.A. (Hons) Management and Business Studies	135	BHD 160
2	B.A. (Hons) Accounting and Finance	135	BHD 160

Hosted Programmes from London South Bank University			
N°	Programmes	Credit Hours	Fees per Credit Hour
1	B.Eng. (Hons) Civil and Construction Engineering	150	BHD 180
2	B.Eng. (Hons) Architectural Design Engineering	150	BHD 180

B. Other non-refundable fees:

1) 10 BHD Application fee (paid once)

2) 2) 100 BHD Registration fee (paid once; 110 BHD for Hosted Programmes)

3) 100 BHD Labs' fees per first and second semester for Computer Science, Interior Design and Graphic Design students.

4) 50 BHD labs' fees per summer Semester for Computer Science, Interior Design and Graphic Design students.

5) 5 BHD fees for English language placement test.

6) 5 BHD fees for an official academic transcript.

7) 5 BHD fees for issuing a graduation certificate.

8) 5 BHD fees for a duplicate official academic transcript.

9) 5 BHD fees for issuance student bona fide official student certificate.

10) 10 BHD fees for course equivalence procedure.

11) 10 BHD fees for appealing a final grade per course.

12) 30 BHD Fees for submission of an incomplete exam (a valid excuse should be submitted in accordance with the procedures established in the University Regulations).

13) 5 BHD fees to issue a new ID card or a replacement.

14) 10 BHD for each extra copy of the graduation transcripts and certificate.

15) In cases where a student loses or damages a book borrowed from the University Library, the fee applied is twice the price of the borrowed book

16) 150 BHD graduation fees + graduation certificate Arabic – English + yearly book.

17) 25 BHD graduation robe fees.

4. The newly-admitted student pays 650 BHD non-refundable for seat reservation and it consists of the following fees:

a) 10 BHD one-time fee to submit the application as mentioned in item (1) of paragraph (b) of Article (45) of this Regulation.

b) 100 BHD one-time registration fee as mentioned in item (2) of paragraph (b) of Article (45) of this Regulation.

c) 5 BHD fee to issue a new university ID card and mentioned in item (13) of paragraph (b) of Article (45) of this Regulation

d) 535 BHD part of the tuition fees of the admissions semester.

5. Financial instructions relating to the withdrawal of a student:

a) Enrolled students have the right to withdraw totally or partially during the late registration period and the add/drop period (announced each semester by the Deanship of Admissions and Registration) and without any financial charges.

b) Enrolled students have the right to withdraw totally or partially before the end of the second week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 25% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.

c) Enrolled students have the right to withdraw totally or partially before the end of the third week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 50% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.

d) Enrolled students have the right to withdraw totally or partially before the end of the fourth week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 75% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.

e) In case the student withdraws partially or totally after the end of the fourth week, he shall pay the entire amount of registered credit hours fees.

f) The student has the right to withdraw totally or partially without financial charges from courses that require prerequisites and were registered in the course registration form submitted by the student to the Deanship of Admissions and Registration.

g) The student has the right to withdraw totally or partially from courses that have been equalized later on without financial charges.

h) In case the student wishes to transfer to another programme after the regular add/drop period, he/she shall bear all the financial charges mentioned above.

i) The student has the right to withdraw totally or partially from courses that have been registered beyond the limit allowed by the university and the Bahraini Higher Education Council without financial charges.

j) If the university cancels or withdraws any courses registered by the student at any time, the amount of the paid fees will be credited to his account.

k) The aforementioned regulations related to students' withdrawal do not apply to new students during admissions semester; they are governed by total withdrawal instructions issued by the university during the registration of an academic semester.

Article (46): Hours of Student Activities and Community Engagement

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

A. The credit hour for student activities is an hour granted with a grade of 100% for participation in student activities through, for example, scientific student societies, students clubs, and student council committees, which are not considered to be an academic requirement.

B. The student granted this credit hour should be an effective member of a scientific society, student club, or any authority that cares for student activities, voluntary activities and community engagement, in coordination with Student Affairs.

C. The credit hour is not granted for student activities and community engagement for:

· Students in the orientation programme.

· Students receiving disciplinary action in the same semester.

D. The credit hour for student activities and community engagement counts towards the GPA along with the results of the academic courses at end of each semester through which the activities are practised.

E. The student is granted a maximum of one credit hour during their time of study in the University.

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

A. The eligible student is granted one credit hour if the hours of participation are not less than 30 hours in one semester, as indicated in the forms of activity prepared for this purpose by the Student Affairs Deanship.

B. The activity should be indicated in the University form, Student Affairs Deanship, Colleges, Student Council, Clubs, or Societies, etc.

C. The students should perform well in the activity they are doing as approved by the organised authority and the declaration of the Student Affairs Deanship.

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

A. The responsible body for the activity fills out a form allocated for the activities that is prepared by the Student Affairs Deanship, so that each student has a file that includes their activities that is kept in the Student Services Office.

B. The Student Services Office records all student performed activities in one form by end of the semester, in coordination with the body responsible for that activity.

C. The responsible body of the activity approves the student activity form and refers it to the Student Affairs Deanship.

D. The Deanship of Student Affairs approves the student activity form, then it is referred to the Deanship of Admissions and Registration before the end of the semester, for auditing and granting of one hour for activity, as per the system. The Deanship of Admissions and Registration is entitled to return the forms to the Student Affairs Dean to be reviewed once more in case of any errors.

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

Article (47): Amendment to Provisions of the bylaw

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

Article (48): Instructions not indicated in this bylaw

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

Article (49): Implementation of the Provisions of this bylaw

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

GRADUATE
STUDIES BYLAW

Article (1)

This bylaw is called Graduate Studies Bylaw and is applicable to all colleges from the date of its approval.

Article (2)

1. **The following words in this bylaw have the meanings allocated below unless the context signifies otherwise.**

University: Applied Science University

President: University President

University Council: University Council of Applied Science University

Council: College Council

Dean: Dean of Research and Graduate Studies

College: College Concerned

College Dean: Dean of College Concerned

Department: Department Concerned in the College

College Committee: Postgraduate Committee in the College

Thesis Assessment Panel: Master's Thesis Assessment Committee

Study System: Credit Hours System

2. System of Study

The system of study is based on:

A. The number of credit hours that should be successfully completed by a student according to the level determined by the university as a graduation requirement in any academic programme

B. The fields of study on which such credit hours are distributed according to the provisions of this bylaw, giving the student the freedom to select required courses based on his needs and readiness with the guidance from his academic advisor and within the range of minimum and maximum credit hours allowed per semester.

3. Credit Hour(Cr.)

One theoretical hour of study per week or its equivalent of practical hours within the full academic semester.

4. Academic Year

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

5. Semester

The duration of each semester is at least 14 weeks, including the examination period, and the duration of the summer semester is at least seven weeks, including the examination period.

6. Elective Courses

The courses that the student is entitled to select from a list of offered courses set by the College Council.

7. Compulsory Courses

Studying a course in one semester, covering a number of credit hours defined by the Department Concerned, and it may have a prerequisite.

8. Prerequisite

A course that a student should study and complete successfully before enrolling in a more advanced course.

9. Study Load

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

10. Study Plan

The number of credit hours required to obtain a Master's Degree.

11. Punctuality:

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

12. Academic Advisor

An academic staff member who helps the student select the required courses after referring to his/her academic record and the study provisions as well as the university bylaws depending upon the student's abilities and his/her academic progress in the University.

13. Course Grade

The total marks for the final exam, the mid exam and classroom work, excluding the courses that are on a Pass or Fail basis.

14. Semester Average

The average of courses grades studied by the student in one semester as included in the study plan. The average will be calculated to the nearest two decimal points.

15. Grade Point Average (GPA)

The accumulative average of all of the courses grades completed by the student, successfully or otherwise, as set in his/her study plan up to the date of this average. Courses not within the student's study plan are not included in the calculation of the GPA and are calculated to the nearest two decimal points.

16. Pass grade

The minimum passing grade of a course is 70% and the minimum grade is 50%.

17. Transcript

A copy of the student's academic record which the student receives at the end of each semester indicating the number of credit hours studied and the GPA.

18. Withdrawal

A. Withdrawal from the course (W): the student's withdrawal from a course during to the defined period.

B. Official Withdrawal (postponement of study)

The student's withdrawal from all courses registered according to the conditions defined by the university.

19. Academic Warning

The student is warned due to his/her low GPA.

20. Duration of Study

The time spent by a student registered in the University to achieve the requirements of graduation in a certain programme with a specific study load according to the provisions of such instructions.

21. Add/Drop and Courses Timetable

A. Drop: drop from course(s) in the semester.

B. Add: addition of course(s) in the semester.

C. Courses Timetable: courses offered by Departments and Colleges.

Article (3)

Application of bylaw

This bylaw applies to all Colleges of the University, and its provisions are enforceable on enrolled students registered to obtain a Master's Degree.

Article (4)

Specialties of the Colleges

The University Council approves study plans leading to obtaining a Master's degree in programmes offered by University Departments based on recommendations of College Councils and the Academic Department Councils Concerned and proposals of the study plan committee. Study plans must contain study courses and the credit hours required to obtain an academic degree are not less than 36 Cr.

Article (5)

Admissions Requirements

Firstly: The student admissions requirements of the Master's Degree Programme are:

A. Holding a Bachelor's Degree or its equivalent from a University or College recognized by the Ministry of Education in the Kingdom of Bahrain

B. The bachelor's degree programme should be in the same speciality as the master programme or a similar qualifying field according to the study plan of that speciality; otherwise, the student should pass a number of remedial courses approved by the University and specified by the Concerned Department.

C. The applicant should be the holder of a Bachelor's Degree with a GPA of not less than Good or its equivalent to be admitted.

D. It is required for the applicant to any of the master's programmes to pass the English placement test or the applicant will have to achieve a (TOEFL) score of (450) or equivalent. Otherwise, the student commits during the first year to study and pass two English remedial courses determined by the college.

E. The applicant should pass an interview conducted by a committee in the Academic Department.

F. The applicant should pass any tests conducted by the Academic Department when required.

G. The applicant submits two recommendation letters one of which is preferred to be from an academic staff member from the University where the student has graduated.

H. The applicant should have experience of not less than one year in a relevant professional field, except those obtaining a GPA not less than Very Good or the equivalent, provided that the number of admitted applicants with this exception does not exceed 50% of the total number of students

Secondly: the student can be granted conditional admission in some Master's Degree Programmes according to the number of seats determined by the University Council and according to the following:

1. He/she must hold a Bachelor's Degree with a GPA of not less than Good or its equivalent. If the applicant's GPA is less than that, the application shall be sent to the Committee of Appeal against Denial of Admissions, chaired by the Vice President for Academic Affairs and Development.

2. The applicant must have at least two years of experience in the related professional field.

3. The applicant must pass an interview conducted by the Committee of Appeal against Denial of Admissions.

4. The applicant must pass an interview conducted by a committee in the academic department.

5. The applicant must pass any tests carried out by the academic department when required.

6. The applicant must submit two recommendation letters one of which is preferred to be from an academic staff member from the University where the student has graduated.

7. The applicant must pass the English placement test adopted by the University or he/she will have to provide a (TOEFL) score of (450) or equivalent. Otherwise, the student commits during the first year to study and pass two English remedial courses determined by the college.

8. He/she must pass during the first semester after admission to the programme the remedial courses determined by the academic department with a score of not less than 70%, otherwise he/she will be dismissed from the programme.

9. The applicant must obtain the approval of the University Council or the person/body authorized by the Council in order to be admitted in the programme.

Article (6)

Procedures of Admissions

1. The applicant submits an application form that includes the required information and attaches the documents mentioned in the form to the Deanship of Admissions and Registration in the University. The documents required are:

A. Four recent personal photos

B. Authenticated copies of academic certificates with grades, including:

- Secondary School Certificate or its equivalent

- Bachelor's Degree Certificate

C. Copy of the passport

D. Copy of the CPR

E. Payment of application fees as specified by University

F. Validation of the Bachelor's Degree certificate accredited by the responsible bodies in the Kingdom of Bahrain.

G. Health fitness certificate from approved medical centre.

1. The applicant should pass a test and an interview to determine his/her academic level if the Department so requires, and pass remedial courses as specified by the concerned department in light of the qualifications obtained and the performance in the test and interview.

Article (7)

Requirements for Academic Degree

The requirements to obtain a Master's Degree Certificate are at least 36 credit hours according to the plan of the Department Concerned that is approved by the College Council. These requirements are as follows:

First: Distribution of Credit Hours

1. 15-24 compulsory credit hours of study

2. 6-12 elective credit hours of study

3. Submission of applied project or thesis to be counted as 6 to 12 credit hours for all academic programmes

Second: Academic Year

1. The academic year consists of two semesters, the first semester and the second semester, and the duration of each is at least 14 weeks. A summer semester may be approved with a duration of not less than 7 weeks, and it is not considered as a semester for warning purposes

2. One credit hour equals at least 14 classroom hours in one semester

3. One practical credit hour equals at least two practical hours weekly in one semester

Article (8)

Study Load

1. The study load for postgraduate students is 3-12 credit hours without calculating the thesis or the applied project and 3 credit hours may be added for graduation purposes.

2. The duration prescribed for students to obtain a Master's Degree is not less than one calendar year and not more than 8 semesters, not including summer semesters.

3. The duration prescribed for passing the remedial courses is not calculated within the maximum duration prescribed to obtain a Master's Degree.

4. A postponement period is not calculated in the maximum duration to obtain a Degree and is not allowed to be more than two semesters.

5. A withdrawal period is not calculated in the maximum duration to obtain a Degree and is not allowed to be more than two semesters.

6. The University Council is entitled to look into an extension of the study period in exceptional circumstances.

Article (9)

Passing Grade, Semester Average and GPA

First:

1. The passing grade in courses is 70% and the GPA is 75%.

2. A student is put on probation if the GPA is less than 75%.

3. A student put on probation should sort out the issue in a period not more than two semesters after the affected semester, and summer semesters are not calculated in this period.

4. Consideration of reviewing the final grade for any student on a certain course is allowed based on a written request or a written initiative from the course instructor to be sent to the Dean in a period not exceeding one week after the announcement of results. An internal committee should be formed by a resolution from the Head of Department to look into the review (the committee is formed of two members provided that the course instructor is not a member of this committee. A third member may be added in case one of the two opinions is required to be weighed). The concerned College Dean notifies the Dean of Admissions and Registration of the committee's resolution within two weeks of issuance.

Second:

The marks for postgraduate studies are distributed as follows:

1. 30 marks for first exam (midterm)

2. 30 marks for participation and coursework

3. 40 marks for final exam

4. Some academic departments of a special nature, in which the scientific and/or applied aspect constitutes an important part of the courses requirements, may redistribute the mark so that mark of the final exam is not less than 30% with approval of the College and the approval of the University Council.

Third:

The grades of courses obtained by a student are classified according to the following table:

Mark	Grade	Average
90%-100%	Excellent	A
80%-89%	Very Good	B
70%-79%	Good	C
Less than 70%	Fail	F

Fourth:

The semester averages and GPA obtained by a student are classified according to the following table:

GPA	General Grade
94%-100%	Excellent with Honours
less than 94% 88%-	Excellent
less than 88% 80%-	Very Good
less than 80% 75%-	Good
Less than 75%	Fail

Article (10)

Any course outside the plan of study, based on which a student is enrolled in the programme, is not allowed to be counted unless that course is equivalent to a programme's course by a resolution from the Equalisation (Credit Transfer) Committee in the College and in exceptional circumstances, together with considering provisions of equalisations and transfer indicated in Articles (15) and (17) of this bylaw.

Article (11)
Remedial Courses

First:

The passing grade of the remedial courses is 60%.

Second:

The grades of remedial courses are recorded in the student's transcript (pass/fail).

Third:

The student should complete the remedial courses in the first year of the registered Master's programme.

Article (12)*

Registration of Master's Thesis / Applied Project

1. A registration application for a Master's Thesis or Applied Project may be accepted according to procedures prescribed in this bylaw: when the student passes equivalent to at least 50% of the courses in the study plan and the GPA is not less than 75%.

2. The Master's Thesis is registered for the student on the basis of (6-12) credit hours when his / her GPA is not less than %80 provided that the thesis is as genuine and innovative as possible, and for the period defined in the university's bylaws, and as per the conditions defined by the University Council.

3. The Applied Project is registered on the basis of 6 credit hours if the GPA is less than %80 provided the students takes elective courses to compensate the difference in credit hours between the thesis and the applied project.

4. In case the applied project is not completed in the registration semester, a grade of "Incomplete Research (IR)" will be assigned to the student along with one additional semester to complete the project, and in case the project is not submitted by the end of the additional semester, a grade of "Zero" and the status of the grade will be assigned to him/her.

5. If the student chooses to do an applied project, he/she must follow the applied project guidelines adopted by the University Council.

Article (13)

Punctuality

1. If a student is absent from a certain course without an excuse accepted by the College Dean, for more than 25%, he/she will be prevented from taking the final exam. The mark in that course is deemed 50 and the course should be repeated if compulsory.

2. If the student is absent from a certain course with an excuse that is accepted by the College Dean, for more than 25%, he/she will be considered as withdrawn. However,

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* This article will be implemented upon HEC's approval of the new study plans.

students representing the Kingdom or University in official activities are allowed to be absent with a percentage not exceeding 30%.

3. Any absentee from the announced final exam, with an excuse that is accepted by the College Dean Concerned according to the approved policy, will be registered as incomplete. The course instructor will be notified of excuse acceptance to conduct a compensatory exam for the student in a period not exceeding the end of the following semester. If this semester is postponed officially by the student, in such a case, the exam will be held before the end of the semester following the one postponed.

4. Sick leave should be with a certificate issued and approved by a medical body. Such a certificate should be submitted to the College Dean Concerned within a period not exceeding two weeks from the date of the student's absence. In other compulsive cases, the student submits proof of the compulsive case within two weeks of absence.

Article (14)

Postponement, Withdrawal and Interruption

1. Postponement

A. A postponement request is accepted if the student has completed at least one semester in the academic programme.

B. The student submits a postponement request in a form prepared by the Admissions and Registration Deanship. Approval of postponement is issued by the College Dean Concerned. If the request is submitted after the end of the add/drop period, it will be subject to the provision of withdrawal, which state that there will be a non-refund of fees for withdrawn or postponed courses. The student's academic study is deemed postponed from the date of approval of the postponement request and not from the date of the submission of the request as per the effective financial practice in the university.

2. Withdrawal

A. The student is allowed to drop courses and add new courses in the first week of the first and second semesters and within the first three days of the summer semester according to the calendar of the University. The dropped courses do not appear on the student's transcript.

B. The student is allowed to withdraw from one or more courses within eight weeks of the beginning of both the first and second semesters, and within four weeks of the beginning of the summer semester. In this case, the course appears in the student's transcript as withdrawn (W). The credit hours of these courses are not calculated in the number of hours studied in terms of success or failure and graduation requirements. If the student did not withdraw during the said period, the course instructor should

record the student's result in the transcript. As a result of this withdrawal, the number of credit hours registered is not allowed to be less than the minimum number of credits permitted according to such instructions unless in special cases, as provided for in this bylaw.

C. Withdrawal from a course is made by submitting a form prepared for this purpose to be submitted by the student to the College Dean Concerned.

D. The note 'incomplete' is registered next to the course whose requirements are not completed by the student or due to absence in the final exam with an acceptable excuse.

E. The student should work for removal of the 'incomplete' note in a period not exceeding the end of the semester following the one in which this note is registered without calculating the summer semester, together with considering provisions of Article (13/3) of this bylaw.

F. If a student obtains an incomplete result in some courses, averages will be calculated when the marks of courses are completed. Averages are considered retroactive from the date of obtaining an incomplete result in terms of placing a student under probation or dismissal.

3. Interruption

1. A student is considered to have interrupted his studies in the following cases:

A. If study has started, the Add and Drop period has finished without registration.

B. If registration is cancelled due to non-payment of university fees despite having attendance in the attendance and absence records.

2. A student who interrupted his studies loses his seat in the University and will not be allowed to return without the approval of the University Council.

Article (15)

Transfer from a Programme to Another inside the University

A student may be transferred from a Master's Programme – if any – to another programme by a resolution of the College Dean(s) if the admissions requirements are met for the desired programme to be transferred to, in terms of the GPA, academic programme and availability of a vacant place. The joint courses which the student has studied in the programme transferred from, provided that all courses transferred credits from the previous programme are entered into the new GPA. The Head of Department(s) concerned will be notified.

Article (16)

Warning and Dismissal

1. A student is warned in the following cases:

A. If the minimum GPA is not obtained at the end of any semester as defined in this bylaw

B. If the College Council viewed that the student has neglected working on his/her thesis, based on a report from the supervisor and recommendation of the College Committee

2. The student is dismissed from the Master's programme in the following cases:

A. If the minimum GPA is not obtained at the end of two semesters following the warning, excluding the first semester

B. If the student committed a violation requiring dismissal according to the bylaws applicable in the University

C. If the student failed in the defence of his/her Master's thesis twice or has registered twice for the thesis and did not attend the assessment session.

D. If the student has withdrawn from all courses registered in the first semester since starting study in the University

E. If a period of postponement or interruption exceeded two semesters

F. If the maximum limit for the duration of study is exceeded

Article (17)

Transfer

1. Students transferred from other universities are admitted to study for a Master's Degree provided that the number of credits transferred does not exceed 12 credit hours, as long as these courses are similar to those listed in the programme. The grade in each course should not be less than C or equivalent, and the period of studying in the university is not less than two semesters.

2. The transferred credits are not calculated in the GPA if the transfer is from outside the University.

3. Only one semester is deducted from the maximum period of the graduation semester against every 9 credit hours calculated in favour of the student.

4. Any course studied from a lower programme level must not be calculated in the higher programme level.

5. Upon transferring from a higher education institution to another one, the number of hours transferred should not be more than 50% of the second university grade requirements with a maximum limit of 12 credit hours, provided that courses whose grade is less than C or equivalent are not calculated. The Credit Transfer committee in the College is concerned with reviewing courses to be exempted within the limits mentioned in Article (18) and according to the names of each course, description, level and content in the prescribed plan of study. Then, the committee's decision should be approved by the College Dean and sent to the Admissions and Registration Deanship for implementation.

Article (18)

Credits Transfer

Credit Transfer committees in the College are concerned with reviewing courses required to be exempted within the limits mentioned in Article (17) according to the names of each course, description, level and content in the prescribed study plan, then to be approved by the College Dean and sent to the Admissions and Registration Deanship for implementation.

Article (19)

Repetition of Course

1. A student may repeat a course if the grade obtained is less than 75%, with no more than two compulsory courses and one elective course.

2. If the student has studied an elective course and obtained a mark less than 75%, another elective course may be studied as a compensatory course to complete the requirements of the study plan. This compensatory course is deemed a repeated course of an elective one, and the highest mark in the two averages (semester and GPA) will be calculated.

3. A course is not allowed to be restudied <u>more than once</u> if a student has passed it.

4. A student is allowed to register in a maximum of two additional courses from the elective plan of study with approval of the College Council provided that the highest grades are calculated in the GPA for the purpose of improving the average.

Article (20)

Honorary Board

The name of a student is listed in an honorary board if his registration in that semester has no less than 6 credit hours (thesis credit hours not considered) as follows:

1. Honorary board in the College: if semester average is 88% and above

2. Honorary board in the University: if semester average is 94% and above

3. Summer semesters are not calculated in this honouring. A student will not be listed in case of withdrawal from and/or postponement of any semester and violation of any University Bylaw

Honouring the distinguished students at the end of each semester will be considered appropriately by the Dean and the President.

Article (21)

Teaching and Supervision

1. The Professors and Associate Professors in the Academic Department undertake teaching courses of postgraduate studies.

2. The Dean is entitled to approve, based on nomination of the College Committee, that Assistant Professors in the Academic Department undertake teaching courses of postgraduate studies.

3. The College Council has the right to seek help from experienced specialists or those who have published papers in the same field to teach, supervise and be part of the assessment panels of master thesis or applied projects.

4. The Concerned Department is entitled to propose academic staff (full-time or part-time) assigned for supervising a Master's thesis and postgraduate students' research; and the Dean, based on recommendation of the College Committee, approves a teaching staff member with a grade of Assistant Professor according to the same conditions indicated in clauses 2 and 3 of this Article.

5. A thesis may be supervised by more than one supervisor, whether the second supervisor is from inside or outside the University, provided that the assistant supervisor is qualified and a holder of a PhD degree.

6. The supervisor of the thesis commits to submitting a semester report for the Department about the student's progress in his study in order to take the necessary actions in this respect using a form prepared by the Deanship of Research and Graduate Studies.

Article (22)

Continuity in Supervision

By virtue of a resolution from the College Council and based on the recommendation of the Department Council, an academic staff may continue to supervise a student's thesis or participate in supervision if he changed his work place inside or outside the Kingdom provided that it does not conflict with the interest of the student.

Article (23)

Unforeseeable Circumstances and Supervision

Upon the occurrence of unforeseeable circumstances that prevent the supervisor from continuing to supervise theses of students, the Department Council, at the earliest

opportunity, nominates another supervisor(s) and submits his/her nomination to the College Council for approval, considering the conditions required in the appointment of supervisors as indicated in Article (21) of this bylaw.

Article (24)

Amendment of Plan or Title of Thesis

The student may, in coordination with the supervisor, amend the plan of a thesis if the circumstances of the research so require. As to the title of a thesis, the Dean is entitled to settle this upon recommendation from the College Dean, Head of Department, Programme Director and Supervisor prior to defining the date for defence session.

Article (25)

Selection of Discussants of Thesis

A. The College Committee prepares a list of names and specialities of professors in some universities inside and outside the Kingdom of Bahrain to select the discussants. This list is changeable and updated annually.

B. The Dean issues a resolution, based on a recommendation of the College Council upon a recommendation from the graduate studies committee in the college to form a three-member thesis assessment panel (supervisor, internal examiner, external examiner) as long as there is no shared supervision. The chair of the assessment panel is the one with the highest academic rank, be it the internal or the external examiner.

C. The student delivers copies of the thesis in its final form to members of the committee at least two weeks prior to the date of discussion.

D. The Head of Department undertakes responsibility for ensuring the full procedures of the discussion and submits a report to the Deanship of Research and Graduate Studies and the Council via a form approved by the Deanship of Research and Graduate Studies.

Article (26)

Thesis Defence

The thesis is discussed as follows:

1. The student presents an abstract of the thesis and conclusions and recommendations reached in a proper way.

2. The Head of the Discussion Committee undertakes management of the session. Following the discussion, the Committee starts its deliberation and unanimously or by the majority determines the success of the student according to the following grades:

Grade	Percentage
Excellent	90%-100%
Very Good	80%-89%
Good	70%-79%
Fail	or less 69%

1. The Head of the Discussion Committee announces the resolution in the discussion hall in the presence of all members.

2. The resolution of the Discussion Committee is supported by one of the following phrases:

A. Without amendments

B. With slight amendments in a period not exceeding two weeks

C. Essential amendments without re-discussion within two months

D. Essential amendments and re-discussion within three months

E. Rejection of thesis

3. The Head of the Discussion Committee presents the resolution of the Committee signed by members to the Head of Department, who, in turn, presents it to the College Council after the student has completed all amendments prescribed by the Discussion Committee in order to take the necessary recommendation for graduation to the University Council.

4. The student is considered to have failed the course of the thesis if he/she has not completed the amendments required on the dates specified in the previous clause. The University Council is entitled to reconsider the mentioned periods by recommendation from the College Dean.

5. If a thesis is rejected by the Discussion Committee, a grade of 50 is assigned to it. The Council is entitled, based on the recommendation of the supervisor, to allow the student to register the thesis again provided this registration should not conflict with the provisions of Article (8) of this bylaw.

6. When registering the thesis again because of failure or rejection, the student is exempt from the GPA condition stated in Article 12 of this bylaw.

Article (27)

1. The Master's thesis should be written in the Arabic language and two abstracts should be attached, one in Arabic and the other in English, with the Arabic abstract being not

more than 600 words and 3 pages, and the abstract in English not being more than 300 words and one and a half pages. The Master's thesis can be written in the English language with the approval of the Council.

2. As to the Colleges teaching in a language other than Arabic, the thesis is to be written in this language or in Arabic. If the thesis is written in a language other than Arabic, the Arabic abstract is to be enclosed, provided that it is not more than 600 words and three pages.

Article (28)

In writing a Master's thesis, the student must abide by the instructions indicated in the thesis manual issued by the Deanship of Research and Graduate Studies.

Article (29)

Granting the Degree

The Master's degree is granted by virtue of a resolution from the University Council based on the recommendations of the College Council.

Article (30)

The Deanship of Research and Graduate Studies undertakes responsibility for ensuring the implementation of procedures provided for in the bylaw by Deans of Colleges and the Deanship of Admissions and Registration.

Article (31)

The University Council is entitled to treat cases of admission, registration, withdrawal, interruption and dismissal as exceptions from the action mechanisms of the articles in this bylaw according to the development of matters of public interest as viewed by the University Council in this respect, and in a way that does not conflict with the resolutions and bylaws of the Higher Education Council.

Article (32)

1. The student must pay the tuition fees and any required deposit at the time of their registration in each semester. The student registration will not be completed unless they pay all the required fees. The University has the right to amend the amount of fees and deposits required as it deems appropriate, after obtaining the approval of the responsible bodies.

2. Tuition fees paid by students are as follows:

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

B. A.1. College of Administrative Sciences

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Master's Degree in Business Administration	36	BHD 144.200
2	Master's Degree in Human Resources Management	36	BHD 144.200
3	Master's Degree in Accounting and Finance Sciences	36	BHD 144.200

A.2. College of Law

N°	Programmes	Credit Hours	Fees per Credit Hour
1	Master's Degree in Law	36	BHD 144.200
2	Master's Degree in Commercial Law	36	BHD 144.200

B. Other non-refundable fees:

1) 10 BHD Application fee (paid once).

2) 250 BHD registration fee for first and second semesters.

3) 125 BHD registration fee for the summer semester.

4) 5 BHD fees for English language placement test.

5) 5 BHD fees for an official academic transcript.

6) 5 BHD fees for issuing a graduation certificate.

7) 5 BHD fees for a duplicate official academic transcript.

8) 5 BHD fees for issuance student bona fide official student certificate.

9) 10 BHD fees for course equivalence procedure.

10) 10 BHD fees for appealing a final grade per course.

11) 30 BHD Fees for submission of an incomplete exam (a valid excuse should be submitted in accordance with the University's Regulations).

12) 5 BHD fees to issue a new ID card or a replacement.

13) 10 BHD for each extra copy of the graduation transcripts and certificate.

14) In cases where a student loses or damages a book borrowed from the University Library, the fee applied is twice the price of the borrowed book.

15) 150 BHD graduation fees + graduation certificate Arabic – English + yearly book.

16) 25 BHD graduation robe fees.

3. The newly-admitted student pays 650 BHD non-refundable for seat reservation and it consists of the following fees:

a) 10 BHD one-time fee to submit the application as mentioned in item (1) of paragraph (b) of Article (32) of this Regulation.

b) 250 BHD registration fee for the admissions semester as mentioned in item (2) of paragraph (b) of Article (32) of this Regulation.

c) 5 BHD fee to issue a new university ID card and mentioned in item (12) of paragraph (b) of Article (32) of this Regulation

d) 385 BHD part of the tuition fees of the admissions semester.

4. The university holds the right to change all fees based on the approval of the Higher Education Council.

5. Financial instructions relating to the withdrawal of a student:

a) Regular students have the right to withdraw totally or partially during the late registration period and the add/drop period (announced each semester by the Deanship of Admissions and Registration) and without any financial charges.

b) Regular students have the right to withdraw totally or partially before the end of the second week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 25% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.

c) Regular students have the right to withdraw totally or partially before the end of the third week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 50% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.

d) Regular students have the right to withdraw totally or partially before the end of the fourth week of the approved study semester as announced every semester by the Deanship of Admissions and Registration and will have to pay the amount of 75% of the fees of the withdrawn courses, provided that the payment is processed before the approval of the courses by the Deanship of Admissions and Registration and after obtaining official approvals by the concerned parties in the college.

e) In case the student withdraws partially or totally after the end of the fourth week, he/she shall pay the entire amount of registered credit hours fees.

f) The student has the right to withdraw totally or partially without financial charges from courses that require prerequisites and were registered in the course registration form provided by the student to the Deanship of Admissions and Registration.

g) The student has the right to withdraw totally or partially from courses that have been equalized later on without financial charges.

h) In case the student wants to transfer to another programme after the regular add/drop period, he shall bear all the financial charges mentioned in items b, c and d of this paragraph.

i) The student has the right to withdraw totally or partially without financial charges from courses that have been registered beyond the limit allowed by the university and the Bahraini Higher Education Council.

j) If the university cancels or withdraws any courses registered by the student at any time, the amount of the paid fees will be credited to his account.

k) The aforementioned regulations related to students' withdrawal do not apply to new students during admissions semester; they are governed by total withdrawal instructions issued by the university during the registration of an academic semester.

Article (33)

The University Council settles issues which are not provided for in this bylaw.

Article (34)

The President, Deans of Colleges, Dean of Research and Graduate Studies and Dean of Admissions and Registration are responsible for implementing the provisions of this bylaw.

Policies

The following list of policies can be found by visiting the ASU Website – LMS (Learning Management System)

· Assessment and Feedback Policy

· Academic Advising Policy

· Academic Misconduct Policy

· Plagiarism Policy

· Examination Policy

· Health and Safety Policy

· IT Policy

· Library Handbook

· Other useful Policies

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