

# Community Engagement Booklet 2020/2021

# COMMUNITY ENGAGEMENT BOOKLET 2020 / 2021

### PREPARED BY COMMUNITY ENGAGEMENT OFFICE APPLIED SCIENCE UNIVERSITY

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#### October 2021

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## **ASU's Vision, Mission, Objectives and Values**

#### Vision

A leading university promoting excellence in applied education and research in Bahrain and the region.

#### Mission

ASU is dedicated to offering students and staff the opportunity to contribute to the sustainable development of society & community. In addition, ASU strives to be recognized nationally and internationally for its reputation in applied learning and teaching, research and community engagement.

Furthermore, ASU is committed to enhancing graduates' employability through innovative approaches and entrepreneurial practices in order to help them compete in international markets.

#### **Strategic Objectives**

#### Main Pillars:

#### 1. Learning & Teaching

Enhance the culture of learning and teaching that supports reaching the university's strategic direction of being a leader in applied programmes.

#### 2. Research

Maintain and enhance a professional research culture to attain a competitive edge in research practices.

#### 3. Community Engagement

Engage the University in the national community activities which contribute to achieving the community's priorities.

#### **Enablers:**

#### 4. Student Support

Continuously develop student-support provisions in order to graduate highlyqualified students, and support their career aspirations.

#### 5. Quality Enhancement

Enhance the quality of the University's provisions and operations.

#### 6. Entrepreneurship and Innovation

Develop a robust and supportive environment that fosters entrepreneurship and innovation.

#### 7. Internationalization and Partnerships

To be an active university that supports international education activities and priorities.

#### 8. Human Capital

Invest in creating an environment that fosters the recruitment and development of national and international staff.

#### 9. Sustainable Growth

Utilize the available resources effectively and efficiently to map and implement a sustainable growth direction for the University.

#### Values

Integrity - Collaboration and Team Spirit - Loyalty - Social Responsiveness and Community Engagement – Quality – Innovation and Creativity.





Message from the Chairman of the Board of Trustees

Welcome to Applied Science University's Community Engagement Booklet for the academic year 2020/2021.

This was the second year of the Covid-19 Pandemic. Teaching, learning and assessment had already moved entirely online and both students and staff members got used to the new "normal". Community Engagement also had to adapt and evolve and, in fact, many of the very informative workshops, awareness sessions and lectures were delivered online. In addition, the University continued its efforts to help the society and alleviate the impact of the pandemic on our community.

Indeed, ASU has increased the amount allocated to the Student Aid Fund in the academic year 2020/2021 in order to help students who were struggling financially. In addition, the University signed an agreement with Al Baraka Bank to provide study loans with preferential terms. And, of course, ASU continued to allow more flexibility in the payment of fees for additional 3 months.

By using a blended approach, online when appropriate and physical when possible, the University managed to accomplish most of its planned Community Engagement activities, so we are pleased to confirm that the Covid-19 pandemic had little impact on the community outreach and service of the University.

Finally, it is worth noting that the University won the 2nd place Award for Community Engagement for the Educational Sector in the Capital Governorate, while one of its students won the 1st place Award for Community Engagement in the Youth Category.

The Community Engagement Booklet for the academic year 2020/2021 presents the highlights and key activities undertaken by the University to serve our community and give back to our beloved nation, and I sincerely hope you will enjoy reading it.

Warm Regards, Prof. Waheeb Ahmed Al Khaja Chairman of the Board of Trustees





**Message from the President** 

Welcome to the annual booklet for community engagement activities at Applied Science University for the academic year 2020/2021.

Community Engagement is one of the three strategic pillars of ASU, alongside Teaching & Learning and Research. From its inception, the University gave utmost importance to community service and social responsibility because we strongly believe that higher education institutions have a major role to play in lifting up communities, giving back to societies, and empowering both individuals and collectivities. This is also perfectly in line with our "Graduate Attributes" as we aim to graduate students who are "ethically and socially responsible, understanding their social responsibility and good citizenship, and engaging with their community".

In the face of Covid-19 pandemic, our commitment to community engagement has not faltered, nor did we alter our plans. We rather adapted to the "new normal" by moving most of our activities online, just like we did with our teaching and

learning activities. If anything, the pandemic brought about more solidarity within our society, made people come together to help each other, and strengthened the feelings and values of unity and altruism among the Bahraini people.

I must admit though that 2020/2021 was a challenging year, but also a rewarding one, where the University achieved many accomplishments on various fronts, including community engagement. I am also particularly proud of the University's generous donation of 30,000 BHD to the campaign "Feena Kheir" through its Chairman of the Board of Trustees, Professor Waheeb Alkhaja, whom I take this opportunity to thank and praise for his grand vision and strong commitment and support to all community engagement activities at the University.

I also take this opportunity to thank Dr. Mohammed Yousif, Vice President for Administration, Finance and Community Engagement, and Dr. Mohammad Al-Hamami, Office Manager of Community Engagement, for their tireless efforts to implement the planned community engagement activities despite the hurdles and challenges of the Covid-19 pandemic.

Please keep reading to learn more about our community engagement activities for the academic year 2020/2021 as they are detailed in this booklet, and I do hope that you find it inspiring.

Happy reading. Prof. Ghassan Fouad Aouad President of the University





Message from the VP for Administration, Finance and Community Engagement

Welcome to Applied Science University's Community Engagement Booklet for the academic year 2020/2021.

It is my great pleasure to be introducing ASU's Community Engagement Booklet for the Academic Year 2020/2021. I hope you enjoy reading it and hope you benefit from knowing how to engage and serve the community yourself. Despite the challenges imposed by the Covid 19 pandemic, our response was to remain committed to serving our community, students and our staff. At this time, our team at the Community Engagement Office is proactively pivoting its efforts toward online engagement to ensure that the office activities are sustainable for both students and community. The Community Engagement Office at ASU has initiated many successful activities throughout the year taking advantage of the technological advancement within the university that enabled the office outreach the community.



It is also important to highlight that Community Engagement is one of the three strategic pillars of ASU, alongside Teaching & Learning and Research which is also evident by the university strong belief in lifting up the society through the activities initiated by the office.

I also take this opportunity to thank Prof. Ghassan Aouad, the university President, and Prof. Waheeb AlKhaja, Chairman of the Board of Trustees, for their support to the office.

Best wishes, Dr. Mohammed Yousif





Message from the Manager of Community Engagement Office

#### Dear Readers,

Community engagement is a top priority for Applied Science University, it is a strategic objective, and it has been included in the University mission and considered as one of the important University values. Community engagement is incorporated into all aspects of ASU. Through its colleges and units, the University works in conjunction with different sectors, societies, NGOs, and companies to give its services to the community. Deanships, departments and different organisational units contribute to serving this noble cause. The community engagement college members are driven to bridge our teaching and learning process with the community. The students are the main factor of these events, and our staff are keen to make the community a focal point for development and flourishment.



The Booklet presenting the activities that been implemented in the second year of Covid-19 Pandemic. Therefore, despite the challenges caused by the pandemic, the Community Engagement Office at Applied Science University continue providing its commitment to serve the community through adapting the plans and procedures to implement the activities and events virtually by using the latest available technologies.

The Community Engagement strategic objective of Applied Science University is to engage the University in national community activities which contribute to achieving the community's priorities.

Best wishes, Dr. Mohammad Alaa Hussain Al-Hamami Manager of Community Engagement Office



#### **First Semester Activities**

#### 1. Delivering a Lecture Titled "Management of Procurement and Tender" to the Secretary General of the House of Representatives

Dr Marwan Abdeldayem, Associate Professor in Department of Business Administration at the College of Administrative Sciences, delivered an online lecture titled "Management of Procurement and Tender" on October 8th, 2020, to the employee of the Secretary General of the House of Representatives within the framework of cooperation between the University and the Secretary General of the House of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.

The lecturer provided adequate data about the definition of the purchasing function, the significance of the purchasing function, the purchasing objectives, and the quality of purchases. He also clarified the types of procurement, purchase cost, sources of data, sources and policies of supply, and comparison between sources of supply, in addition to the methods of evaluating the sources of supply, government procurement procedures, and analysis and bids evaluation.

ASSU فن جامعة العلوم التطبيقية APPLIED SCIENCE UNIVERSITY معتمة من مجلس العالي Accredited by the Higher Education Council	Council of Representatives Kingdom of Bahrain July
محاضرة إلكترونية	
بعنوان	25
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#### 2. Delivering a Lecture Titled "Principles of Administrative Investigation" to the Secretary General of the House of Representatives

Dr Ayman Hammouri, Assistant Professor in Department of Public Law at the College of Law, delivered an online lecture titled "Principles of Administrative Investigation" October 13<sup>th</sup>, 2020, to the on employees of the Secretary General of the House of Representatives within the framework of cooperation between the University and the Secretary General of the House of Representatives, the Centre for Parliamentary Studies and Training, in collaboration with ASU Community Engagement Office.



The lecturer clarified that the public job represents a mandate for those in charge before they are entitled to it. Therefore, the purpose of doing it is to manage the public utility regularly and steadily, serving individuals and satisfying their needs. Consequently, the employee shall commit to a set of job duties, relevant laws and regulations, legitimate orders, and instructions based on the relationship between the public employee and his management, which has been settled by legal jurisprudence as an organisational relationship governed by legal rules in the country. Thus, the employee must adhere to these legal rules as an inevitable result of this relationship. Otherwise, he will be subject to disciplinary sanctions by the competent authority.

The lecturer highlighted the significance of the investigation by showing administrative violations and revealing the facts as part of a set of procedures carried out by the competent investigative authority and thus the ruling, either acquittal or conviction, per the guarantees that constitutions and functional legislation have worked to create. The lecture dealt with the following topics: the definition of the public employee, the public employee's duties, the meaning of the administrative investigation and its elements, the significance of the administrative investigation for the administration and the employee, referral to the investigation, investigation guarantees, and disciplinary sanctions.

#### 3. Delivering a Lecture Titled "Analysis and Interpretation of Legal Texts" to the Secretary General of the House of Representatives

Dr Mohammad Alkhamaiseh, Assistant Professor in Department of Private Law at the College of Law, delivered an online lecture titled "Analysis and Interpretation of Legal Texts" on October 15<sup>th</sup>, 2020, to the employees of the Secretary General of the House of Representatives within the framework of cooperation between the University and the Secretary General of the House of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.

The lecturer discussed that the judge's role is to apply interpreted legal rules to judicial disputes to apply those rules properly. The interpretation is either a legislative interpretation undertaken by the legislator or a jurisprudent taken over by legal jurisprudence when conducting legal research and studies or a judicial interpretation, which the judge undertakes while applying the laws to the pending disputes.

The legal texts analysis deconstructs the legal text into the elements and identifies then its components. The interpretation and analysis of legal texts are significant for those working in the law, such as University professors, judges, lawyers, and law students, or for people performing a specific legal act. The lecture was divided into two main themes, the first is the interpretation of legal texts, and the second is the analysis of legal texts.



### 4. Delivering a Lecture Titled "The Art of Decision-Making and Solving Administrative Problems" to the Secretary General of the House of Representatives

Dr Atheelah Alazawi, Assistant Professor in Department of Business Administration at the College of Administrative Sciences, delivered an online lecture titled "The Art of Decision-Making and Solving Administrative Problems" on October 21<sup>th</sup>, 2020, to the employees of the Secretary General of the House of Representatives within the framework of cooperation between the University and the Secretary General of the House of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.

The lecture highlighted the quantitative methods in analysing administrative and economic problems and searching for optimal solutions as a step towards substituting scientific logic and reaching an objective decision. The quantitative method in decision-making depends on using mathematical and statistical methods, operations research and computer techniques, away from intuition and personal guesswork. The quantitative approach is a logical framework for analysing complex decision-making problems and reaching a better decision.

The lecture addressed various topics, including the administrative decisionmaking concept, its stages, data, and types. The lecturer also clarified the role of the manager, data, and quantitative in decision-making methods and the role of decision theory applications and break-even analysis in the decision-making procedure.





#### 5. Delivering a Lecture Titled "Developing Accounting and Financial Performance" to the Secretary General of the House of Representatives

Dr Ammar Alsammarraee, Assistant Professor in Department of Accounting and Finance at the College of Administrative Sciences, delivered an online lecture titled "Developing Accounting and Financial Performance" on October 25<sup>th</sup>, 2020, to the employees of the Secretary General of the House of Representatives within the framework of cooperation between the University and the Secretary General of the House of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.

The lecturer clarified that management has to evaluate its performance depending on strengths and weaknesses, and the opportunities and obstacles, as it provides the management with data and concepts that allow making investment decisions and bridging the gaps and obstacles that may occur in the future. Accordingly, financial performance is "the extent to which the institution can optimally utilise its resources and resources in long-term and short-term to build wealth." The evaluating financial performance process is a measurement of the expected or achieved results in light of pre-determined criteria; it is a management of the

natural and financial resources available at the institution. The financial performance indicators can be identified in the following three points: performance appraisal using financial balances, performance appraisal using financial ratios. and recent trends in financial performance appraisal. The financial balance is the value and time interaction between the resources in the institution and their uses. It is based on a fundamental principle that the permanent financing must



exceed the total investments plus a part of the needs of the exploitation cycle, meaning that the permanent funds of the institution must be equal to the net investments.

The following topics were discussed and presented during the lecture: financial statements, accounting and financial data and its importance, and developing and delivering financial statements. The lecture also explained the improvement techniques for accounting and financial performance and critical analysis of financial statements. In addition to the report on liquidity, financial well-being, turnover and activity levels, continuity and prediction of financial success or failure, the facility's profitability and the profitability analysis. The lecturer finally mentioned the skills for calculating rates of return, financial planning and budgeting, financial performance control and deviation management, and preparation of the financial plan.



#### 6. Delivering a Lecture Titled "Writing Legal Memos" to the Secretary General of the Council of Representatives

Dr Murad Altarawneh, Assistant Professor in Department of Private Law at the College of Law, delivered an online lecture titled "Writing Legal Memos" on October 26<sup>th</sup>, 2020, to the employees of the Secretary General of the Council of Representatives within the framework of cooperation between the University and the Secretary General of the Council of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.

The lecturer suggested following a scientific approach when writing legal memoranda or a topic. If the legal person lacks the preparation approach of his legal memorandum, his explanations will sound chaotic.

The scientific method in drafting legal memoranda is a technical methodological method for transferring knowledge to others; it differs from ordinary thinking. It depends on a specific approach to examining the subject matter and the relationship between the facts and evidence, reference, and records. It also depends on interpretation and analysis, objectives, and logical conclusions.

The lecture addressed various topics, including preparing legal regulations (the list of cases and portfolio documents), the legal responses to the regulations, the pleadings close, and the jurisdiction.



#### 7. Delivering a Lecture Titled "Legal Research Work" to the Secretary General of the Council of Representatives

Prof Ghaith Al Khassawneh, Acting Head of the Legal Clinic Unit and Associate Professor at the College of Law, delivered an online lecture titled "Legal Research Work" on November 1<sup>st</sup>, 2020, to the employees of the Secretary General of the Council of Representatives within the framework of cooperation between the University and the Secretary General of the Council of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.

The lecturer clarified that preparing legal research is necessary for professors, judges, lawyers, consultants, students and other practitioners. He also mentioned that writing research enriches the researcher's linguistic talent of legal methodological thinking, showing the advantages and disadvantages of legal texts. Legal research provides libraries with research related to all law branches.

The lecture addressed choosing a research topic, collecting sources and references, and legal writing.





#### 8. Delivering a Lecture Titled "Tools for Political and Social Analysis" to the Secretary General of the Council of Representatives

Dr Ali Aldada, Head of the Political Science Department at the College of Administrative Sciences, delivered an online lecture titled "Tools for Political and Social Analysis" on November 5<sup>th</sup>, 2020, to the employees of the Secretary General of the Council of Representatives within the framework of cooperation between the University and the Secretary General of the Council of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.

The lecturer clarified that analysis is an old concept, which subsequently underwent many developments, as the analysis relied basically in the past on asking questions and trying to find answers to identify the reasons behind the occurrence of a phenomenon. However, the rapid events prompted the development of analysis tools in various fields. The lecture highlighted the political and social fields, analysed cases and the study manner of the relationship between the fragments, and their impact has been identified.

The lecture addressed various topics, including nature analysis, its methodology, origins, necessity and significance, and the benefits of political and social analysis, their methods, and tools.



#### 9. Delivering a Lecture Titled "Final Accounts and Financial Analysis" to the Employees of the Secretary General of the Council of Representatives

Dr Iyad Al Sartawi, Head of the Accounting and Finance Department at the College of Administrative Sciences, delivered an online lecture titled "Final Accounts and Financial Analysis" on November 9<sup>th</sup>, 2020, to the employees of the Secretary General of the Council of Representatives within the framework of cooperation between the University and the Secretary General of the Council of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.

The lecturer presented an idea of preparing accounts, final accounts and financial statements for government projects, and various topics that included preparing accounting settlements according to the accrual basis, preparing financial and performance reports, and reading and analysing financial statements and final accounts.



#### 10. Delivering a Lecture Titled "The Optimal Use of Social Media Platforms" to the Employees of the Secretary General of the Council of Representatives

Dr Mohammad Alaa Al-Hamami, Associate Professor in Department of Management Information Systems at the College of Administrative Sciences and Manager of Community Engagement Office, delivered an online lecture titled "The Optimal Use of Social Media Platforms" on November 18, 2020, to the employees of the Secretary General of the Council of Representatives within the framework of cooperation between the University and the Secretary General of the Council of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.

The lecturer shed light on the significance of the various social media platforms and how to create accounts and use them correctly and optimally to achieve

the various goals and objectives. The lecturer also clarified the ethics of social media, the risks of social media, and how to manage those risks.

The lecture also addressed a number of topics, including facts about social media, social media platforms and their types, the stages (life cycle) of a social media account, the ethics of social communication, the danger of social media, safety tips for social networking, and tips on how to protect yourself against cybercrime.



#### 11. Delivered a Lecture Titled "Time Management and Setting Priorities" to the Employees of the Secretary General of the CouncilofRepresentatives

Dr Khairi Omar, Head of Department of Business Administration at the College of Administrative Sciences, delivered an online lecture titled "Time Management and Prioritisation" to the employees of the Secretary General of the Council of Representatives on Sunday, November 22 2020, within the framework of cooperation between the University and the Secretary General of the Council of Representatives, the Parliamentary Studies and Training Centre, in collaboration with ASU Community Engagement Office.



The lecturer highlighted time management, whether at work or on their own time. Some individuals can work continuously for long hours without achieving satisfactory results and vice versa. It depends on time management and prioritisation, effective time management, prioritisation and goal-setting. This lecture is designed to provide participants with the essential techniques and skills to identify the significant factors contributing to performance improvement and increasing productivity based on the latest practical, scientific and psychological research on this topic.

The lecture addressed various topics, including managing time, prioritising and linking time to your short and long-term goals, utilising the planning and scheduling techniques, using the 4 Ds for effective workflow, and setting smart goals. The lecture also included how to stop wasting time and procrastination, manage your environment, manage the flow of emails and phone calls, align priorities with expectations, and learn the art of effective delegation.

# 12. Delivering a Lecture Titled "Credit Cards Standards" to the Local Community

Dr Bishr Muhammad, Associate Professor in Department of Accounting and Finance at the College of Administrative Sciences, delivered an online lecture

titled "Credit Cards Standards" on December 10<sup>th</sup>, 2020, to the local community within ASU community engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecturer discussed a number of topics during the lecture, including the idea of the bank card, the idea of the credit card, the terms and method of issuance of these cards, the services provided by some banks to the holder of these cards, the way to deal with the credit card in travel, and economic tips to rationalise the use of credit cards. In addition to the local community, the lecture attendance included а number of academic and administrative staff, ASU students and alumni.



#### 13. Signing a Memorandum of Understanding between the University and the Secretary-General of Shura Council

The Shura Council, represented by Councilor Osama Ahmed Al Asfour, the Secretary-General of Shura Council, and Applied Science University, represented by Prof Ghassan Fouad Aouad, President of the University, signed a Memorandum of Understanding on December 29<sup>th</sup>, 2020. The MOU aims to organise and hold training programmes and workshops for employees of the Secretary-General of Shura Council, along with providing Advisory Engagements and achieving mutual scientific collaboration and knowledge between the two parties.

The signing was attended by Dr Mohammad Youssif Ahmed, Vice President of Administration, Finance and Community Engagement, Mrs Ruqayya Mohsen, Director of Marketing and Public Relations, Mr Abdullah Al Khaja, Director of Administrative and Financial Affairs, and Dr Mohammad Al Hammami, Office Manager of Community Engagement.





#### 14. Delivering a Lecture Titled "The Art of Decision-Making and Solving Administrative Problems" to the Local Community

Dr Atheelah Alazawi, Assistant Professor in Department of Business Administration at the College of Administrative Sciences, delivered an online

lecture titled "The Art of Decision-Making and Solving Administrative Problems" to the local community on January 6<sup>th</sup>, 2021, within ASU community engagement activities, the Training, Development and Continuing Education Centre and the ASU Community Engagement Office.

The lecture discussed a number of topics, including the concept of administrative decisionmaking, stages decisionof making, the manager's role and data in decision-making, types of decisions according to the degree of data assurance, the role of computers in decision-making, and the role of quantitative decisionmaking methods. In addition to the local community, the lecture attendance included a number of academic and administrative staff, ASU students and alumni.



#### **Second Semester Activities**

#### 1. Delivering a Lecture Titled "3ds Max" to the Local Community

Dr Wael Abdelhafeez, Associate Professor in Department of Civil and Architectural Engineering at the College of Engineering, delivered an online lecture titled "3ds Max" on January 28<sup>th</sup>, 2021, to the local community within ASU community engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecture discussed various topics, including the concept of administrative decision-making, stages of decision-making, the manager's role and data in decision-making, types of decisions according to the degree of data assurance, the role of computers in decision-making, and the role of quantitative decision-making methods. In addition to the local community, the lecture attendance



included a number of academic and administrative staff, ASU students and alumni.



#### 2. Delivering a Lecture Titled "Enforcement of Foreign Judgments in the Kingdom of Bahrain" to the Local Community

Dr Mohanad Alsenori, Associate Professor in Department of Private Law at the College of Law, delivered an online lecture titled "Implementation of Foreign

Judgments in the Kingdom of Bahrain" on February 2<sup>nd</sup>, 2021, to the local community within ASU community engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement.

The lecturer discussed a number of topics during the lecture, including an introduction to the lecture topic, regulations for the enforcement of foreign judgments, conditions for enforcing foreign judgments in Bahraini law, and conclusions and recommendations. In addition to the local community, the lecture attendance included a number of academic and administrative staff, ASU students and alumni.



## 3. Delivering a Lecture Titled "Basics of Strategic Planning" to the Local Community

Professor Hatem Dammak, Head of the Audit and Compliance Unit at Applied Science University, delivered an online lecture titled "The Basics of Strategic

Planning" on February 23<sup>rd</sup>, 2021, to the local community within ASU community engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecture addressed various topics, including an introduction to strategic planning, the benefits of strategic planning, the strategic planning process, the analyses required before writing the strategic plan, its vision, mission, values, priorities. goals, performance indicators, and operational plans, publishing and updating. In addition to the local community, the lecture attendance included a number of academic and administrative staff. ASU students and alumni.





## 4. Delivering a Lecture Titled "Methods of Scientific Research" to the Employees of the Secretary-General of Shura Council

Dr Ahmed Almuhamadi, Assistant Professor in Department of Business Administration at the College of Administrative Sciences, delivered an online lecture titled "Methods of Scientific Research" on February 25, 2021, to the employees of the Secretary General of Shura Council within the framework of cooperation between the University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

A number of topics were discussed during the lecture, including the concept of scientific research, its types and methods, the research problem, the dimensions of the research, its significance, objectives and questions, previous studies and the formulation of opportunities, research design and methodologies, data collection, classification and analysis in various ways, and writing reports (conclusions and recommendations).


#### 5. Delivering a Lecture Titled "Writing Legal Memos" to the Employees of the General-Secretary of Shura Council

Prof Murad Altarawneh, Assistant Professor in Department of Private Law at the College of Law, delivered an online lecture titled "Writing Legal Memos" on February 25<sup>th</sup>, 2021, to the employees of the Secretary-General of Shura Council within the framework of cooperation between the Applied Science University and the Secretary General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

A number of topics were discussed during the lecture, including the basic points that must be available before drafting memos, writing a list of claims, writing a list of notices, data lists, urgent requests, and the close of pleading.





## 6. Delivering a Lecture Titled "Social Intelligence" to the Employees of the Secretary-General of Shura Council

Dr Hooreya Aldleeb, Assistant Professor in Department of Business Administration at the College of Administrative Sciences, delivered an online lecture titled "Social Intelligence" on March 1<sup>st</sup>, 2021, to employees of the Secretary-General of Shura Council within the framework of cooperation between Applied Science University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

The lecture addressed various topics, including the intelligence concept and its different types, social intelligence concept, its significance, dimensions, skills, theories, measurements, and characteristics of an intelligent person.



#### 7. Delivering a Lecture titled "Fundamentals of Administrative Investigation" to the Employees of the Secretary-General of Shura Council

Dr Ramzi Hilat, Head of Department of Public Law at the College of Law, delivered an online lecture titled "Fundamentals of Administrative Investigation" on March 4<sup>th</sup>, 2021, to the employees of the Secretary-General of Shura Council within the framework of cooperation between Applied Science University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

A number of topics were discussed during the lecture, including the meaning of the administrative investigation, the significance of the administrative investigation, the competent authority to refer the employee to the investigation, administrative investigation procedures, administrative investigation standards, and the offending employee procedures, and how to get the offence dismissed or dropped.



# 8. Delivering a Lecture Titled "How to Determine the Price of a Commodity in the Market" to the Local Community

Dr Ragab Ebrahim, Assistant Professor in Department of Accounting and Finance at the College of Administrative Sciences, delivered an online lecture titled "How to

Determine the Price of a Commodity in the Market" on March 7<sup>th</sup>, 2021, to the local community within ASU community engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecture addressed various topics, including the difference between the competitive market and the monopoly market, the demand curve for a commodity the supply curve for a commodity. He also clarified the equilibrium price definition. In addition to the local community, the lecture attendance included a number of academic and administrative staff, ASU students and alumni.



### 9. Delivering a Lecture Titled "Human Resources Development" to the Employees of the Secretary-General of Shura Council

Dr Adel Alsamman, Assistant Professor in Department of Business Administration at the College of Administrative Sciences, delivered an online lecture titled "Human Resources Development" to the Employees of the Secretary-General of Shura Council on March 9, 2021, within the framework of cooperation between Applied Science University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

The lecture addressed various topics, including an introduction to human resource development, its meaning, definition, development, factors behind its rise of development, purpose, activities, and challenges, and a summary of training and development.



### 10. Delivering a Lecture Titled "Ordinary judiciary and Expedited Judiciary" to the Employees of the Secretary-General of Shura Council

Dr Abdulkareem Alalwan, Head of Department of Private Law at the College of Law, delivered an online lecture titled "Ordinary judiciary and Expedited Judiciary" on March 11, 2021, to employees of the Secretary-General of Shura Council within the framework of cooperation between Applied Science University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

A number of topics were clarified during the lecture, including the competent enforcement authority in the Kingdom of Bahrain, types of executive bonds, ordinary judiciary, expedited judiciary, and expedited judiciary by the court order.



#### 11. Delivering a Lecture Titled "Implementation Issues in Criminal Judgments and Orders" to the Employees of the Secretary-General of Shura Council

Dr Ali Almasadeh, Manager of Graduate Studies at the College of Law, delivered an online lecture titled "Implementation Issues in Criminal Judgments and Orders" on March 18<sup>th</sup>, 2021, to the employees of the Secretary-General of Shura Council within the framework of cooperation between Applied Science University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

The lecture addressed various topics, including the nature of the implementation issues in criminal judgments and orders, the types of implementation issues, and reasons, and the jurisdiction to consider, raise and judge those issues.



# 12. Delivering a Lecture Titled "Six Sigma" to the Employees of the Secretary-General of Shura Council

Dr Mohammed Alaghbari, Assistant Professor in Department of Business Administration at the College of Administrative Sciences, delivered an online lecture titled "Six Sigma" on March 18<sup>th</sup>, 2021, to the employees of the Secretary-General of Shura Council within the framework of cooperation between Applied Science University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

A number of topics were discussed during the lecture, including the concept of quality systems, the Six Sigma quality method, Six Sigma statistics, Six Sigma strategy, Six Sigma tools and methods, Six Sigma application methodology, and Six Sigma applications in administrative work.



### **13. Participating in the Gulf Universities Debating Championship**

The Community Engagement Office organised the University students' debate team participation in the Gulf Arab Universities Debating Championship, which was organised by the National Debate Team in the State of Kuwait during the period 20<sup>th</sup>-22<sup>nd</sup> March 2021, where the team's training was supervised by Dr Ammar Jalamneh, Director of Library Department and Information Services Directorate. The team reached the eighth final of the competition, in which 20 teams from several universities in the Gulf Cooperation Council participated within the initiatives of ASU Community Engagement Office.



### 14. Delivering a lecture Titled "Public International Law" to the Employees of the Secretary-General of Shura Council

Ms Ghada Ihsan, Lecturer in Department of Public Law at the College of Law, delivered an online lecture titled "Public International Law" on March 25<sup>th</sup>, 2021, to the employees of the Secretary-General of Shura Council within the framework of cooperation between Applied Science University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

A number of topics were clarified during the lecture, including the individuals in public international law and the sources of international law: "Article 38 of the Statute of the International Court of Justice."



#### 15. Delivering a Lecture Titled "Procurement and Tender Management" to the Employees of the Secretary-General of Shura Council

Dr Ahlam Al-Ethawi, Assistant Professor in Department of Business Administration at the College of Administrative Sciences, delivered an online lecture titled "Procurement and Tenders Management" on April 1, 2021, to the employees of the Secretary-General of Shura Council within the framework of cooperation between Applied Science University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with ASU Community Engagement Office.

The lecture addressed various topics, including purchasing meaning and its significance, the principles and processes of purchasing, the nature of the purchases, the main stages in the procurement cycle (including the selection and evaluation of suppliers), tender meaning and its significance to purchasing, bidding methods for procurement and supplies, the bidding stages, some common mistakes made by buyers, and some essential tips.





### 16. Delivering a Lecture Titled "The Optimal Use of Social Media Platforms" to the Employees of the Secretary-General of Shura Council

Dr Mohammad Alaa Al-Hamami, Associate Professor in Department of Management Information Systems at the College of Administrative Sciences and Manager of Community Engagement Office, delivered an online lecture titled "The Optimal Use of Social Media Platforms" on April 15<sup>th</sup>, 2021, to the employees of the Secretary-General of Shura Council within the framework of cooperation between the Applied Science University and the Secretary-General of Shura Council, the Training Committee in the Directorate of Human Resources & Finance of the Council, in collaboration with the ASU Community Engagement Office.

A number of topics were discussed during the lecture, including facts about social media, social media platforms and their types, the life cycle of a social media account, the ethics of social communication, the danger of social media, safety tips for social networking, and tips to protect yourself against cybercrime.



#### 17. Delivering a Lecture Titled "Arabic Calligraphy and Its Reflections on our Contemporary Lives" to the Local Community

Dr Muhammad Al-Abbar, Assistant Professor in Department of Design and Arts at the College of Arts and Science, delivered an online lecture titled "Arabic Calligraphy and Its Reflections on our Contemporary Lives" on April 15<sup>th</sup>, 2021, to the local community within ASU community engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecturer shed light on a number oftopics during the lecture, including the history and development of Arabic calligraphy, Kufic fonts and their various aesthetic styles, soft and attributed calligraphy, types of Arabic calligraphy, the art of Arabic calligraphy and its lovers, Arabic calligraphy in printing, and modern Arabic fonts as communication



arts. In addition to the local community, the lecture attendance included a number of academic and administrative staff, ASU students and alumni.



#### 18.Delivering a Lecture Titled "How to Calculate Tax" to the Local Community

Dr Talal Al Alkawi, Associate Professor in Department of Accounting and Finance at the College of Administrative Sciences, delivered an online lecture titled "How to Calculate Tax" on April 28<sup>th</sup>, 2021, to the local community within ASU community engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

During the lecture, the lecturer clarified a number of topics, including the tax definition, its characteristics and objectives, the difference between "tax", "fee", and "fine", types of taxes, standards of a good tax system, tax estimation methods, tax rates and methods of collection, classifications of taxpayers, determining taxable income, sales taxes and Value-Added Tax (VAT), the application of VAT in Gulf Cooperation Countries (GCC), tax rates and how to handle them, VAT registration, the mechanism for calculating VAT, an application case for VAT and preparation of tax return form. In addition to the local community, the lecture attendance included number of academic а and administrative staff, ASU students and alumni.



## 19. The University won Second Place in the Educational Sector of the Capital Governorate's Volunteering Charter

The University was honoured by the Governor of the Capital Governorate, HE Sheikh Hisham bin Abdulrahman Al Khalifa, on the occasion of winning second place in the educational sector, as one of the cooperating institutions with the Governorate in implementing its volunteer programmes during the year 2020, according to the six categories included in the Capital Governorate's Volunteering Charter.



### **Summer Semester Activities**

### 1. Delivering a Lecture Titled "Hygiene in the Concept of Islamic Civilisation" to the Local Community

Prof Murad Aljanabi, Professor in Department of Public Law at the College of Law, delivered an online lecture titled "Hygiene the Concept of Islamic in Civilisation" on May 25th, 2021, to the local community within ASU community engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecturer clarified the significance of hygiene in building the Islamic civilisation, the civilisation of faith, science and charity. The lecturer discussed a number of topics during the lecture, including personal hygiene, hygiene at work, how to have a clean and pure heart, and a summary that includes the correlation of the equation in the three main themes and the



emergence of the most beautiful and best-civilised models in the history of Islam. In addition to the local community, the lecture attendance included a number of academic and administrative staff, ASU students and alumni.

## 2. DeliveringaLectureTitled"E-Learning-ConceptandStrategies" to the Local Community

Dr Ali El-Dada, Head of the Political Science Department at the College of Administrative Sciences, delivered an online lecture titled "E-Learning - Concept and Strategies" on May 27<sup>th</sup>, 2021, to the local community within ASU community engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecture addressed various topics, including the e-learning concept, features, tools, and challenges, and face-to-face learning. In addition to the local community, the lecture attendance included a number of academic and administrative staff, ASU students and alumni.



### 3. Delivering a Lecture Titled "Computer Application in Business" to the Local Community

Dr Ahmad Shatat. Head of of Management Department Information Systems at the College of Administrative Sciences, delivered an online lecture titled "Computer Application in Business" on June 23rd, 2021, to the local community within ASU Community Engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecture addressed various topics, including Microsoft Office definition and its applications and practical examples of using applications, such as Word and Excel. In addition to the local community, the lecture attendance included a number of academic and administrative staff, ASU students and alumni.



#### 4. Delivering a Lecture Titled "Artificial Intelligence in Education and its Role in Achieving Sustainable Development Goals in the Kingdom of Bahrain" to the Local Community

Dr Ammar Alsammarraee, Assistant Professor in Department of Accounting and Finance at the College of Administrative Sciences, delivered an online lecture titled "Artificial Intelligence in Education and its Role in Achieving Sustainable

Development Goals in the Kingdom of Bahrain" on June 24<sup>th</sup>, 2021, to the local community within ASU Community Engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecturer clarified a number of topics during the lecture, including artificial intelligence definition, its types and applications, artificial intelligence in education, artificial intelligence in accounting at Applied Science University, artificial intelligence and sustainable development goals, and the proposed artificial intelligence strategic plan in the Kingdom of Bahrain. In addition to the local community, the lecture attendance included a number of academic and administrative staff. ASU students and alumni.





## 5. Delivering a Lecture Titled "Writing Thesis Proposals" to the Local Community

Dr Rashed Alrasheed, Assistant Professor in Department of Political Science at the College of Administrative Sciences, delivered an online lecture titled "Writing Thesis Proposals" on June 30<sup>th</sup>, 2021, to the local community within ASU Community Engagement activities, the Training, Development and Continuing Education Centre and ASU Community Engagement Office.

The lecturer clarified forty-three rules for writing master and doctoral thesis proposals during the lecture, which aims to understand the general structures of a thesis proposal and plan. In addition to the local community, the lecture attendance included a number of academic and administrative staff, and ASU students and alumni.



#### 6. The President of the University honours the Professors Who Introduced Lectures to the employees of the Secretary-General of Shura Council

Prof Ghassan Aouad, President of Applied Science University, honoured the professors who introduced lectures to the employees of the Secretary-General of Shura Council, which came as part of ASU Community Engagement activities of the Academic Year 2020/ 2021. The lectures come as an implementation of the Memorandum of Understanding signed between the two parties.

















#### 7. Delivering a Lecture Titled "The Most Effective Habits Every Distance Learning Student Should Follow" to the 12th Summer Camp of the Royal Academy of Police

Dr Nadya Alshareeda, Assistant Professor in Department of Accounting and Finance at the College of Administrative Sciences, delivered an online lecture titled "The Most Effective Habits Every Distance Learning Student Should Follow" on July 14th, 2021, which was organised by the Royal Academy of Police in collaboration with the Training, Development and Continuing ASU Education Centre and Community Engagement Office, to the students participating in the 12<sup>th</sup> Summer Camp of the Royal Academy of Police (13-17 years old).



Dr Nadya enlightened during the lecture on the steps to achieve excellence, the seven habits of highly distinguished people, the significance of setting and achieving ambitious goals, the advantages of distance learning, and ways to improve academic performance and overcome learning difficulties.

