

بوليتكنك البحرين
Bahrain Polytechnic

Registration Instructions

Academic Year 2014 - 2015

Semester 2

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Disclaimer: All information is correct at time of publishing. Changes may be made to the information, scheduled classes or tutors if requested by Faculty or due to other constraints.

Registration and payment process for Semester 2, 2014-2015

All students **MUST** register for courses and pay fees OR apply for Leave of Absence.

Foundation students:

Registry will enrol all foundation students in the Certificate in Academic Preparation (CAP) programme in the required courses. Timetables will be released on Self Service Banner on 17 February 2015.

To add or drop courses, see your Programme Manager and complete the Add & Drop form.

Students eligible for degree electives must see their Academic Advisor and sign an Add & Drop form.

Degree students:

Degree students need to register for all classes online.

1. Check the courses that you should register for this Semester below (from page 13 on).
2. On Self Service Banner (SSB), check the **Class Schedule** to select the classes, from 5 February 2015.
 - a. Choose more than one CRN for each course in case the class you want is full.
The Programme Manager or Head of School advises if the tutors name is loaded to a class or not. Changes may be made and the tutor changed if required.
 - b. Plan your timetable using the table on page 21.
3. Online Registration is offered by programme (below) and ends **26 February 2015**.
4. **Registration in a class is** based on the class capacity. Seats are limited, see SSB.

The Online Registration is divided by programme.

Programme	Students	Registration opens
Web Media and Visual Design	All students	Tuesday, 10 Feb 2015 at 9.00am
ICT	Working Students	Tuesday, 10 Feb 2015 at 11.00am
	Students with long term illness	Tuesday, 10 Feb 2015 at 11.00am
	All students	Wednesday, 11 Feb 2015 at 9.00am
Logistics	Working Students	Tuesday, 10 Feb 2015 at 11.00am
	Students with long term illness	Tuesday, 10 Feb 2015 at 11.00am
	Earned Credits 360 and more	Wednesday, 11 Feb 2015 at 10.00am
	Earned Credits 300 and more	Wednesday, 11 Feb 2015 at 12.00pm
	Earned Credits 245 and more	Wednesday, 11 Feb 2015 at 2.00pm
	Earned Credits 185 and more	Thursday, 12 Feb 2015 at 9.00am
	Earned Credits 125 and more	Thursday, 12 Feb 2015 at 12.00pm
Business	All students	Thursday, 12 Feb 2015 at 1.00pm
	Working Students	Sunday, 15 Feb 2015 at 9.00am
	Students with long term illness	Sunday, 15 Feb 2015 at 9.00am
	Earned Credits 345 to 540	Sunday, 15 Feb 2015 at 12.00pm
	Earned Credits 300 to 340	Sunday, 15 Feb 2015 at 1.00pm
	Earned Credits 220 to 295	Monday, 16 Feb 2015 at 9.00am
Engineering	Earned Credits 110 to 210	Monday, 16 Feb 2015 at 12.00pm
	Earned Credits 0 to 105	Monday, 16 Feb 2015 at 1.00pm
	All students	Tuesday, 17 Feb 2015 at 9.00am
	Earned Credits 300 and more	Wednesday, 18 Feb 2015 at 9.00am
Electives	All Degree students	Thursday, 19 Feb 2015 at 10.00am
		Note: Online Registration will be close for all programmes from 8 to 9.59 am

Notes:

- Bahrain Polytechnic reserves the right to unenrol students from courses that have limited seats and are not a requirement.
- ALL students must pay course fees after registering for courses. Details on Fee payments is below.

Help is available during the Online Registration period

- Registration inquires (and Add & Drop) can be made in Building 8, at the Student Information Centre counter from 9am to 3pm.
- Labs are open, Building 5, rooms 5.19 and 5.20 from 9am to 3pm.

Attendance Requirements

Implicit in your enrolment in any course is the acceptance of the need to attend all scheduled classes. You need to have taken into account work, family, religious your health and all other commitments and to have made arrangements to plan and organise your time so that you can attend as required. You are expected to attend classes on time and must attend at least 80% of all scheduled classes. This allows for occasional sickness and other absences during the semester. You can check your attendance % on SSB.

- If you are a working student or have an on-going medical condition, you **MUST** declare your circumstances before every semester starts to be considered for early registration.
- Attendance of 80% = you are not allowed more than 20% absences in any course.
- Attendance % is based on the number of sessions in a semester for that course.
- If you are absent for more than 20% of total class sessions you **will be automatically withdrawn** from that class with a failing grade of **WA** (Withdrawn Attendance). An email will be sent from Registry informing both you and tutor that you have been Withdrawn with WA. This is a Fail grade.

Alternative Study Arrangements (Exemption)

Alternative Study Arrangements (exemption) will be available for students who are:

- Students who attending events for their programme of study for /by Bahrain Polytechnic
- Students competing in International sports events officially representing Bahrain, who are in good academic standing and whose attendance and participation in their courses is good.

Students need to apply by filling a Study Arrangements form with the Faculty to get approval from the Dean of the Faculty. This will be processed by Registry after approval.

Students with Exceptional Circumstances may apply for Change of WA by submitting the Form and evidence to the SIC in building 8. Refer to the Attendance Policy and Procedures on Moodle.

- If you are absent more than 20% and receive a WA grade, and you have evidence of exceptional circumstances, you can apply for a Change of WA grade, submitting the form and evidence before the end of the semester.
- A Medical report is required
- Medical certificates for one or two days are NOT acceptable evidence!
- Ensure you submit ALL the evidence when you apply to support your request.
- The Deans will review all applications for a change of WA grade and the Academic Board will review and approve their decision with all results at the end of the semester.

Academic Standing and Repeating Courses

The Academic Standing rules are applied in accordance with the Policy A/AB/018 Enrolment and Academic Progression and are summarised below (see all details on Moodle):

1. Degree students must have a CGPA of ≥ 2.25 to be in good standing.
 - a. Students with a CGPA less than 2.25 will be placed on Academic Probation 1 or 2 and need to raise their CGPA within the next 2 semesters of study or be excluded from the Polytechnic.
2. Students who fail a course twice MUST apply in writing and be approved to take the course for a third time. IF you have failed a COMPULSORY course for your Programme or Major twice, your Academic Standing is Excluded Compulsory Course (XC) – this means you cannot register for any more courses until you have been approved to do so.
 - To apply, the student must fill a ‘Repeat Course(s) for Third Time’ form and write a letter to the Programme Manager and Head of School explaining why they failed and what they will do differently IF allowed a third and FINAL enrolment in the course.
 - Excluded students can appeal to the CEO within 4 working days

Academic Standing – General information	
Academic Standing	Brief description
Good Standing	Students with a CGPA of 2.25 or higher – progressing well towards their qualification
Referral	New or Transfer students - Assigned in the 1 st semester of study in a programme if GPA<2.25 OR Foundation students who failed a course required to enter a degree programme OR Students identified at risk.
Academic Probation 1	Assigned to students who have studied in a programme at least 2 semesters and whose CGPA<2.25 Students can continue their studies.
Academic Probation 2	Assigned after P1 IF CGPA remains <2.25 the next semester Students can continue their studies for one more semester - to raise their CGPA to 2.25 or higher.
Excluded	After 2 semesters of study, the CGPA remains less than 2.25 OR a student has failed a compulsory course three times. A decision letter has been sent from Registry advising these students of their Exclusion and their right to appeal to CEO (within 4 working days) if they want to continue to study at Bahrain Polytechnic.
Academic Probation 3	After 2 semesters of study, the CGPA remains less than 2.25 BUT IF their SGPA≥ 3 OR the student has passed 420 credits or more, they have one final chance Students can continue their studies for one more semester - to raise their CGPA to 2.25 or higher.
Failed Compulsory Course	Students who fail a Compulsory Course twice (for the <u>Programme</u>). Failed Compulsory Course Overrides all other standings except Excluded. Students must apply for a 3rd enrolment to Faculty to continue to study at

	<p>Bahrain Polytechnic.</p> <ul style="list-style-type: none"> - IF approved by Faculty Probation and conditions may be assigned. - If Declined by Faculty the student will get a letter stating they are excluded and then they have to appeal their Exclusion to CEO within 4 days if they want to continue to study at Bahrain Polytechnic.
Academic Probation	<p>Example: Students whose CGPA is ≥ 2.25 but who have HOS/ Dean decision e.g. Academic Misconduct or serious misconduct.</p>

Student Academic Appeals - New Policy: Student Academic Appeals A/AB/025

Some of the changes include (see Moodle for details):

- Students can appeal any Academic decisions within **4 working days**.
- Late or incomplete appeals will not be accepted.
- Faculty Appeal: If you think your **grades** are wrong or that the Polytechnic's assessment policies were not applied correctly and you have evidence to support your appeal.

CEO Appeal: Exclusion decisions.

To make an appeal:

- Collect and complete the correct Appeal Form from the Student Information Centre (SIC) B. 8.
 - Faculty Appeal Form: Appeal grade(s) - MUST provide evidence.
 - CEO Appeal Form: Appeal exclusion ONLY.
- Include a printout of your Online transcript.
- Pay the fee of 20 BHD to Finance (applies to each appeal).
- Submit the completed form, evidence and receipt to the SIC

Note: **11 February, 2015** is the deadline for any appeal related to Semester 1 results or Academic Standing related decision.

Academic Advising

Academic Advising is available for all students to discuss their progress and courses to enrol in. Students with any questions, those who failed courses and those allowed to continue on Academic Probation **must** meet their Academic Advisors as below.

Note: Please email your Academic Advisors below for an appointment.

Programme	Major	Date	Time	Location	Academic Advisors
BD701	All	15 to 19 Feb	9am to 3pm	26.104	Karen Ralph
BS701	Year 1 & 2	17 Feb		20.102	Fahdia Khalid
	ACCT	16 Feb		20.101 20.103 20.107 20.103	Namasiku Liandu & Shaima AlAnsari Najla Srouer Sana Alamri
	Banking and Finance			20.101	Ghassan Alsoud & Emma Salari
	Management			20.105	Annamarie Lawrence
	Marketing			20.105	Namrata Gulati
	Double Major			20.105	Anupam Shilaj
				20.108	Sinead Moriarty
	20.102	Rodney Coombridge			
IL701	All	15 to 19 Feb		TBA	Lorraine Cowley
WM701	All			8.124A	Graham Adams
IT701	All			19.MR05	Brendan Muller
	Programming			26.011	Trevor Prendergast
	MIS			26.011	Christos Gatzoulis
	Networking			26.004	Raghda Zahran
	Database			26.010	James Egan
EN701	Year 1			26.003	David McClelland
	Mechanical			20.011	Adel Aawan
	Electrical			20.009	Pradeep Nathoo
Electives	All	17 Feb 2015		1:00 – 3:00 pm	19.106

Registering for more than 65 credits

A full time student at Bahrain Polytechnic can register for up to 65 Credits if they are not on Probation.

Students wanting to register up to 75 Credits require special permission and must either:

- have a CGPA of 3 or higher, OR
- be eligible to graduate in that semester.

They are required to submit an "Application to Increase Semester Credits" form to the SIC at least one full working day prior to your Programmes registration release date and time to be processed. Late applications will be processed, but no guarantee of a place in any class is given.

Fee Payment

Students who have completed registration, must pay course fees to the Finance Directorate from 9am to 2.30pm in Building **11.114**.

- ALL fees must be paid in full before 2.30pm 5 March 2015 or a late fee will be being added..
- Any student with unpaid fees after 5 March 2015 will have a late fee applied. Outstanding fees may be paid during the grace period from 8 to 12 March 2015.
- After 12 March, any unpaid course fees will result in the course registration being dropped; a Finance Hold will be placed on the student account and the late fee and course fees **remain due and must be paid in full.**

Unpaid fees after 2.30pm on 12 March 2015 will result in the course registration being dropped – fees remain DUE.

All fees, including the late fee must be paid in full before the student may continue their studies in the next semester.

See the **Manager of Student Welfare** if you need any advice or help BEFORE fees are due. Normally no extensions are given.

Scholarship students repeating courses are required to pay for those courses.

See Heyam Juma in 8.07 for more information.

Fee exemption

Applications for fee exemption starting Semester 1, 2015-16 will be announced during month of March. Heyam Juma in 8.07 can give you further information.

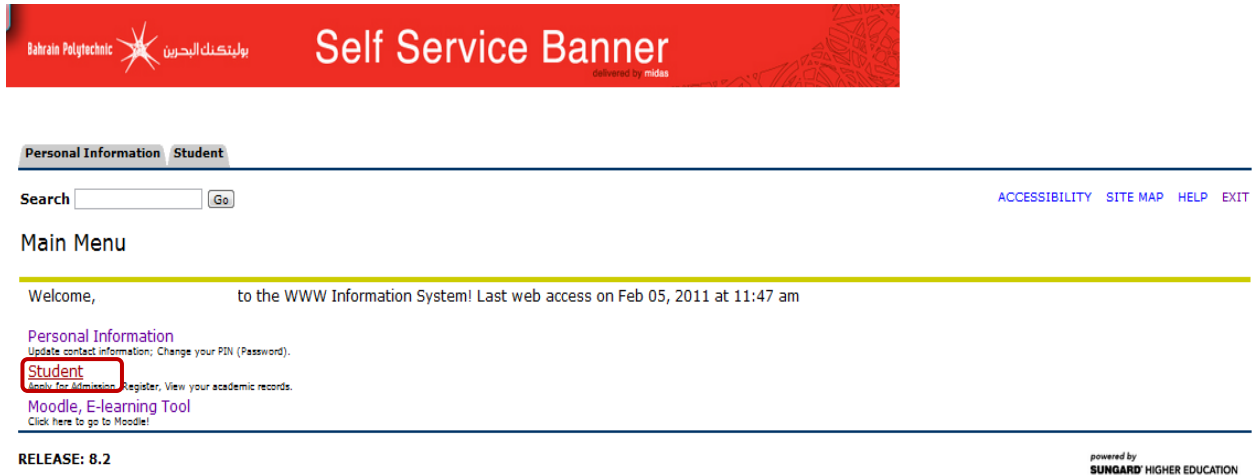
Check your fees balance

There are two ways to check your Bahrain Polytechnic account balance:

A. Check Student Account link in SSB

Go to Main Menu

Click on **Student** link



Personal Information Student

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, to the WWW Information System! Last web access on Feb 05, 2011 at 11:47 am

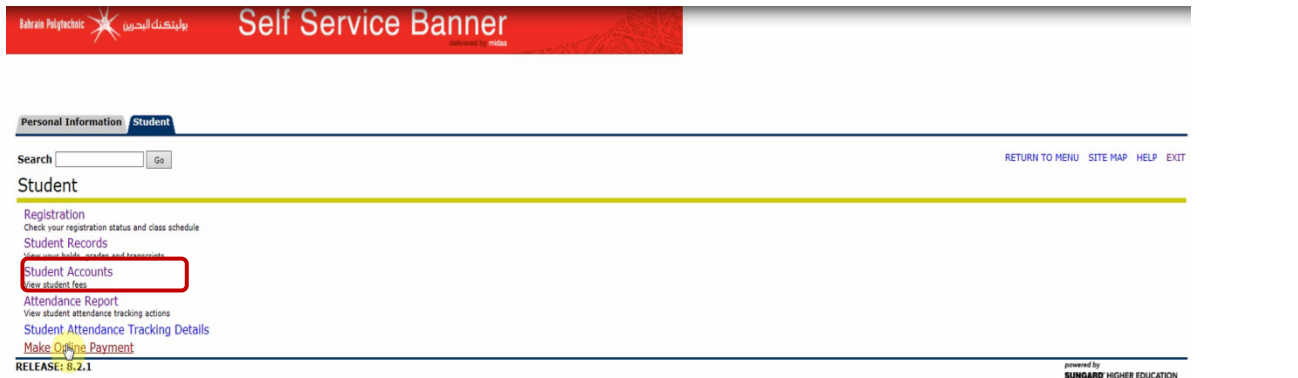
Personal Information
Update contact information; Change your PIN (Password).

Student
Apply for Admission Register; View your academic records.

Moodle, E-learning Tool
Click here to go to Moodle!

RELEASE: 8.2 powered by
SUNGARD HIGHER EDUCATION

Click on **Student Accounts** link



Bahrain Polytechnic بوليتكنك البحرين Self Service Banner

Personal Information Student

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student

Registration
Check your registration status and class schedule

Student Records
View your holds, grades and transcripts

Student Accounts
View student fees

Attendance Report
View student attendance tracking actions

Student Attendance Tracking Details

Make Online Payment

RELEASE: 8.2.1 powered by
SUNGARD HIGHER EDUCATION

Click on **Account Detail for Term** link



Personal Information Student

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Account

Account Summary by Term

Account Detail for Term

Statement and Payment History

View Holds

RELEASE: 8.2.1 powered by
SUNGARD HIGHER EDUCATION

Select Term **Semester 1 2014-2015**

Personal Information **Student**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

Select a Term: Semester 2 2010-2011

RELEASE: 8.1

powered by
SUNGARD HIGHER EDUCATION


Account Balance, this is how much you must pay

Personal Information **Student**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Account Detail for Term

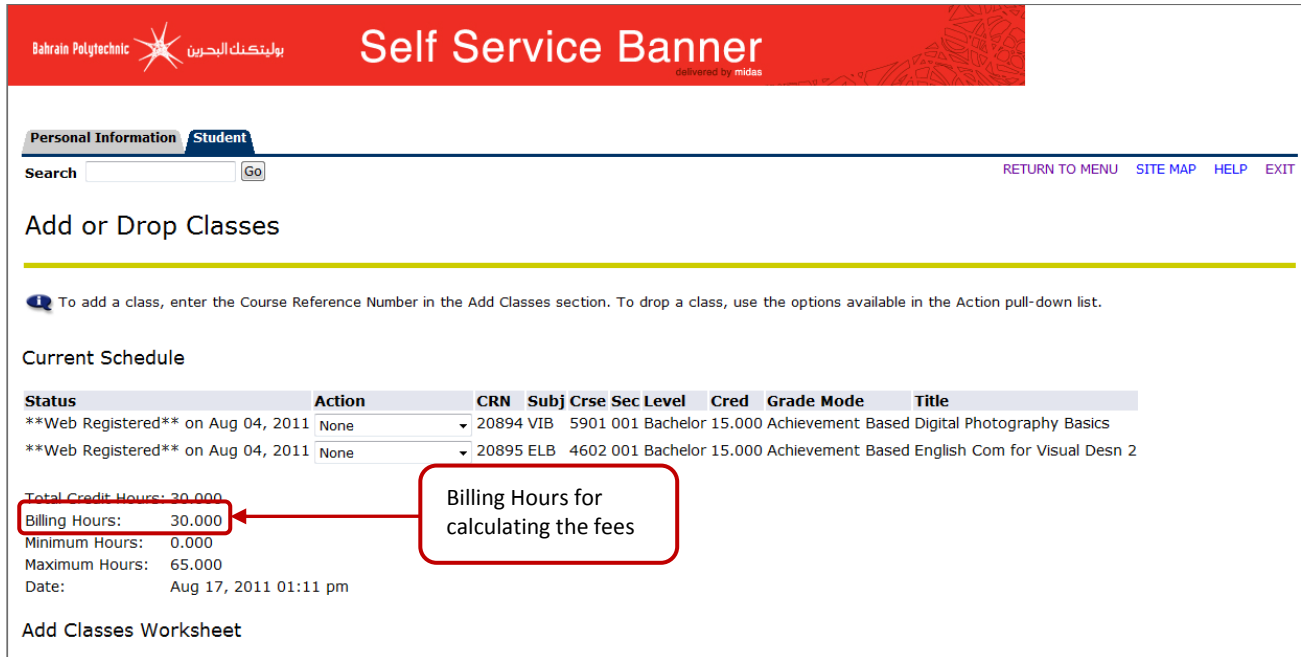
 Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

201002 Semester 2 2010-2011 Term Detail

Detail Code	Description	Item Date	Charge	Payment Balance
T100	Tuition Fees Bahraini	26-09-11	120.00,د.ب.	
Net Term Balance				120.00,د.ب.
Net Balance for Other Terms:				0.00,د.ب.
Account Balance:				120.00,د.ب.

[[Select Another Term](#) | [Statement and Payment History](#)]

B. Calculate the fees from Online Registration in SSB



The screenshot shows the 'Self Service Banner' interface for a student. Under the 'Current Schedule' section, there is a table with columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade, Mode, and Title. Two rows are visible, both with a status of '**Web Registered** on Aug 04, 2011' and an action of 'None'. The first row has CRN 20894 VIB, Subj 5901 001, Level Bachelor, and Title 'Achievement Based Digital Photography Basics'. The second row has CRN 20895 ELB, Subj 4602 001, Level Bachelor, and Title 'Achievement Based English Com for Visual Desn 2'. Below the table, the 'Billing Hours' are listed as 30.000, which is circled in red. A red box highlights the text 'Billing Hours for calculating the fees' with an arrow pointing to the circled value. Other details include 'Total Credit Hours: 30.000', 'Minimum Hours: 0.000', 'Maximum Hours: 65.000', and 'Date: Aug 17, 2011 01:11 pm'.

Billing hours (total number of enrolled credits) multiplied by fee rate (below)

Nationality	Fees	calculate
Bahraini	BD 2 for one credits	Fees = Total Billing hours * BD 2 e.g. 60 * 2 = BD 120
Non Bahraini	BD 42 for one credits	Fees = Total Billing hours * BD 42 e.g. 60 * 42 = BD 2520

Note:

Finalise your timetable before paying your fees.

- BD 20 is the non refundable fee if you add/drop a class or withdraw after paying your fees.

Enrolment Key Dates for Semester 2, Academic Year 2014-2015

Please see the Academic Calendar on the [Website](#) for all key dates.

Key Dates for Semester 2, Academic Year 2014-2015	
February 2015	
1 to 19	Mid-year break
1 to 12	Compulsory Academic Annual Leave
5	Results released to students (Self Service Banner)
5 to 11	Submission of appeal for course results (Pending Policy approval - 4 working days)
15	Faculty attendance (All faculty return from leave)
10 to 26	Online enrolment period (see website) Add and Drop Period ends one week after the start of classes
22	First day of Semester 2, 2014-15 classes
26	Add and Drop Period ends
March 2015	
5	Last day for submitting official withdrawal form to W with refund (less fee). Payment of fees due in full.
6 March to 2 April	Withdrawal period (W), complete clearance and submit an official withdrawal form to the SIC
8	Students with unpaid fees: Late fee applied (8-12th grace period to pay fees)
15	Students with unpaid fees: Course Registration dropped, ALL fees remain due
April 2015	
2	Last day to Withdraw without academic Penalty (students withdrawing after this: WF grade applies)

How to plan your timetable

To plan your timetable use the planner on page 22 and check the Class Schedule before Online Registration starts. To view the classes schedule in SSB from 21 August 2014, follow the steps below:

- Go to SSB Main Menu
- Click on **Student** link

Personal Information Student

Search (Go) ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Zahra S. Abdulaziz, to the WWW Information System! Last web access on Feb 05, 2011 at 11:47 am

[Personal Information](#)
Update your personal information, Change your PIN (Password).

Student
Apply for Admission, Register, View your academic records.

[Moodle, E-learning Tool](#)
Click here to go to Moodle!

- Click on Student Records link

Personal Information Student

Search (Go) RETURN TO MENU SITE MAP HELP EXIT

Student

[Registration](#)
Check your registration status and class schedule

Student Records
View your honor grades and transcripts

[Attendance Report](#)
View student attendance tracking actions

[Student Attendance Tracking Details](#)

- Click Class Schedule link

Personal Information Student

Search (Go) RETURN TO MENU SITE MAP HELP EXIT

Student Records

[View Student Information](#)

Class Schedule

[View Holds](#)
[Final Grades](#)
[Grade Detail](#)
[Academic Transcript](#)
[Course Catalog](#)

- Select Semester 2 2014 -2015
- Click **Submit** at the bottom

Personal Information Student

Search (Go) RETURN TO MENU SITE MAP HELP EXIT

Select Term or Date Range

20090554 Zahra S. Abdulaziz
Feb 05, 2011 12:51 pm

Search by Term:

None
Semester 2 2010-2011 (View only)
Semester 1 2010-2011 (View only)
 OR

Search by Date Range (MM/DD/YYYY):

From: To:

Submit

Select your programme from the option box **Subject** (as below), leave the others as **All**
Click **Class Search** at the bottom

Personal Information **Student**

Search

Class Schedule Search

Subject:

Course Number:

Title:

Schedule Type:

Credit Range: hours to hours

Campus:

Course Level:

Part of Term:
Non-date based courses only

Instructor:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

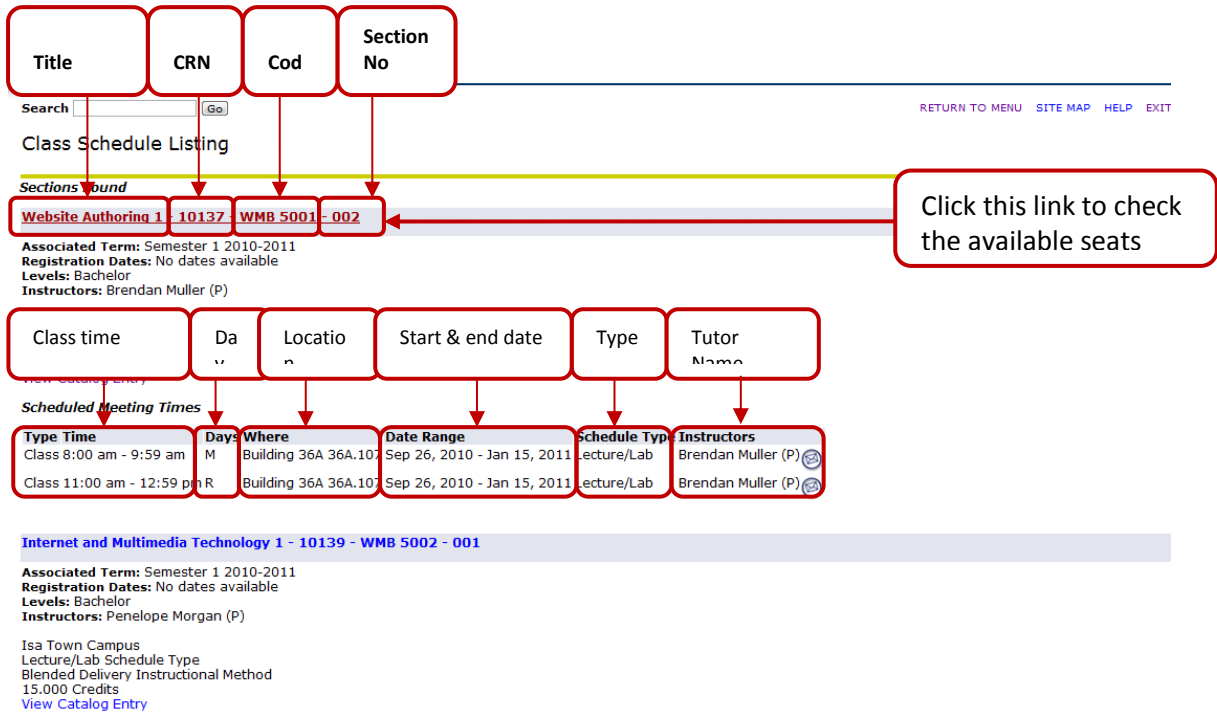
Subject:

- Business Bachelor (BSB courses) **Degree students**
- Business Diploma (BSD courses) **Degree students**
- Engineering Bachelor (ENB courses) **Degree students**
- English Communication Bachelor (ELB courses) **Degree students**
- English for Academic Purposes (ELC courses) **Students in Foundation (CAP)**
- Explore (EXC course) **Students in Foundation (CAP)**
- General Studies (GSZ courses) **Degree students**
- IT Bachelor (ITB courses) **Degree students**
- IT Certificate (ITC courses) **Students in Foundation (CAP)**
- Mathematics Certificate (MAC course) **Students in Foundation (CAP)**
- Personal and Academic Learning (PAC course) **Students in Foundation (CAP)**
- Transport and Logistic Bachelor (TLB courses) **Degree students**
- Visual Design Bachelor (VIB courses) **Degree students**
- Web Media Bachelor (WMB courses) **Degree students**

Electives courses for Degree and CAP students may be added:

- General Studies Global Awareness (GSG courses)
- General Studies Personal Development (GSP courses)

- **Class Schedule Listing** shows the class schedule for each course within a programme. It includes Course Title; CRN (Course Refrence Number) is used to identify the class; Class time; Day; Location; Tutor Name; Class Capacity and the available seats.



Search [] [Go] RETURN TO MENU SITE MAP HELP EXIT

Class Schedule Listing

Sections Found

[Website Authoring 1 - 10137 - WMB 5001 - 002](#)

Associated Term: Semester 1 2010-2011
Registration Dates: No dates available
Levels: Bachelor
Instructors: Brendan Muller (P)

Class time	Day	Location	Start & end date	Type	Tutor Name
Class 8:00 am - 9:59 am	M	Building 36A 36A.10	Sep 26, 2010 - Jan 15, 2011	Lecture/Lab	Brendan Muller (P)
Class 11:00 am - 12:59 pm	R	Building 36A 36A.10	Sep 26, 2010 - Jan 15, 2011	Lecture/Lab	Brendan Muller (P)

Internet and Multimedia Technology 1 - 10139 - WMB 5002 - 001

Associated Term: Semester 1 2010-2011
Registration Dates: No dates available
Levels: Bachelor
Instructors: Penelope Morgan (P)

Isa Town Campus
 Lecture/Lab Schedule Type
 Blended Delivery Instructional Method
 15,000 Credits
[View Catalog Entry](#)

- Class Capacity and available seats

Detailed Class Information

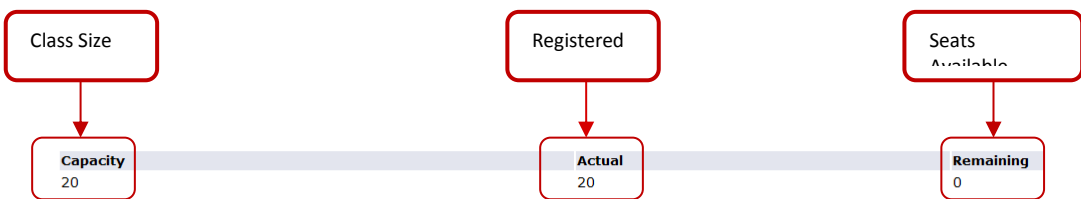
Detailed Class Information
Human Resource Management - 20047 - BSB 6002 - 001

Associated Term: Semester 2 2013-2014
Levels: Bachelor

Isa Town Campus
 Lecture Schedule Type
 Blended Delivery Instructional Method
 15,000 Credits
[View Catalog Entry](#)

Registration Availability

Seats



Restrictions:
 Must be enrolled in one of the following Programs:
 Bachelor of Business
 Must be enrolled in one of the following Levels:
 Bachelor

Prerequisites:
 Bachelor level BSB 5004 Minimum Grade of C or Bachelor level BSB 6000 Minimum Grade of C

Pre-requisites

▼ **Restrictions cannot be ignored or overridden.**

Required courses by Programme for Semester 2, 2014-2015

Notes:

If you failed courses last semester, see your Academic Advisor before you register for any courses.

*Linked courses - you must follow the instructions on SSB

The Pre-requisites for some courses have been changed; check **Class Schedule** in SSB for more details.

Bachelor of International Logistics Management (IL701)			
Year 1 - Semester 1		Year 1 - Semester 2	
ITB5009	Intro to Information Systems	TLB5302	Intro to Supply Chains & Procurement
TLB5001	Freight & Warehouse Operations	TLB5000	International Transport Geography
TLB5300	Managing in the T&L Environment	BSD5106	Supervisory Management
ELB4901	English for Specific Purposes 1 (for Logistics)	ELB4902	English for Specific Purposes 2 (for Logistics)
Year 2 - Semester 1		Year 2 - Semester 2	
TLB6001	International Transport Law	ELB5902	English for Specific Purposes 4 (for Logistics)
ELB5901	English for Specific Purposes 3 (for Logistics)	TLB6202	Maritime Shipping Systems and Practices
-	IL701 Option / Other Elective	BSB5005	BSB5005 Intro to Accounting (5 x workshops / 100 seats)
-	IL701 Option / Other Elective	-	IL701 Option / Other Elective
Year 3 - Semester 1		Year 3 - Semester 2	
TLB6303	Urban Public Transport	TLB6009	Research Methodologies for Transport and Logistics
-	IL701 Option / Other Elective	-	IL701 Option / Other Elective
-	IL701 Option / Other Elective	-	IL701 Option / Other Elective
-	IL701 Option / Other Elective	-	IL701 Option / Other Elective
Year 4 - Semester 1		Year 4 - Semester 2	
TLB7002	Transport and Energy	TLB7501	Industry-Based Project
- TLB7003	Transport and Communication		
-	IL701 Option / Other Elective		
-	IL701 Option / Other Elective		
IL701 Options			
TLB6000	Economics and Finance	TLB6201	International Air Cargo
TLB6200	International Organisations	TLB7302	Supply Chains and Risk Management
TLB6002	Managing Transport Operations and Resources	TLB7401	Aviation Security
TLB6301	Inventory and Warehouse Management	GSP5202	Work Placement
TLB6300	Passenger Transport Management		



Bachelor of Information and Communications Technology (IT701)

Year 1 - Semester 1 & Semester 2

ITB5005	Database Systems 1
ITB5004	Unix Systems
WMB5001	Website Authoring 1
ELB4902	English for Specific Purposes 2 (for ICT)

Year 2 - Semester 1

Year 2 - Semester 2

ITB6001	Systems Analysis and Design 1	ITB6005	Database Systems 2
ITB6008	Computer Programming 2	ITB6004	Operating Systems and Platforms
ITB6003	Networks and Data Communications 2	ELB5902	English for Specific Purposes 4 (for ICT)
ELB5901	English for Specific Purposes 3 (for ICT)	Elective	Any General elective

Year 3 - Semester 2

Year 4 - Semester 1

ITB7118	Advanced Programming	ITB6099	IT Project supervision
ITB7212	Cloud Computing	ITB6099	Project management workshop
ITB7313	Mobile Communication	ITB6099	Technical Writing workshop
ITB7415	Database Programming 2	ITB6099	Communication workshop

Year 4 - Semester 2

ITB7199	Cooperative Learning Project (Programming)
ITB7299	Cooperative Learning Project (MIS)
ITB7399	Cooperative Learning Project (Networking)
ITB7499	Cooperative Learning Project (Database)

Electives

GSP5202	Work Placement	ITB6108	Game Development
ITB5011	Intro to Security	ITB6301	Ethical Hacking
ITB6202	ERP (SAP)	ITB6007	Web Infrastructure

Bachelor of Visual Design (BD701)

Year 1 - Semester 2

Year 2 - Semester 2

VIB5101	Visual Design 2: Typography and Graphic Design	VIB6203	Computer Practical 4: Digital Type Design and Type in Motion
VIB5103	Computer Practical 2: Layout Principles and Graphic Design	VIB6201	Visual Design 4: Branding
VIB5901	Digital Photography Basics	VIB5902	Video
ELB4902	English for Specific Purposes 2 (for Visual Deign)	ELB5902	English for Specific Purposes 4 (for Visual Deign)

Year 3 - Semester 2

Year 4 - Semester 2

VIB7407	Degree Project	VIB7301	Visual Design 6: Portfolio Preparation and Design
		VIB7303	Internship

Studio Options

VIB6909	Branding in Advertising	VIB6904	Publication Design and Typography
VIB6920	Special Projects		

Bachelor of Business (BS701)			
Year 1 - Semester 2			
BSB5007	Introduction to Economics	ELB4902*	English for Specific Purposes 2 (for BUS)
BSB5008	Applied Communications	Elective	15 credits elective
Year 2 - Semester 1		Year 2 - Semester 2	
BSB5004	Introduction to Management	BSB5011	Business Research Methods
BSB5009	Introduction to Finance	BSB6003	Business Law
BSB5010	Management Information Systems	BSB6002*	Human Resource Management
ELB5901*	English for Specific Purposes 3 (for BUS)	ELB5902*	English for Specific Purposes 4 (for BUS)
Year 3 - Semester 1		Year 3 - Semester 2	
Elective	15 credits elective	BSB5012	Project Management
Major	Choose 3 courses from your Major	Major	Choose 3 courses from your Major
Accounting Major		Accounting Major	
BSB6400*	Financial Accounting for Companies	BSB6403*	Cost Accounting <i>(not required if passed BSB5003 Business Ethics)</i>
BSB6402*	Accounting Systems	BSB7400*	Auditing
BSB6300*	Corporate Finance	BSB6300*	Corporate Finance
Management Major		Management Major	
BSB6200*	Advanced Supervisory Management	BSB6202*	Organisational Behaviour
BSB6201*	Operations Management	BSB7200*	International Business
BSB6700*	Resourcing & Talent Management	BSB6700*	Resourcing & Talent Management
Marketing Major		Marketing Major	
BSB6100*	Services Marketing	BSB6102*	Digital Marketing
BSB6101*	Integrated Marketing Communication	BSB7100*	International Marketing
BSB6203*	Leadership	BSB6203*	Leadership
Banking and Finance Major		Banking and Finance Major	
BSB6300*	Corporate Finance	BSB6302*	Investment and Portfolio Management
BSB6301*	Money and Banking	Or BSB7303*	Islamic Finance 2
Or BSB6303*	Islamic Finance 1	BSB7301*	Derivatives & Alternative Investments
BSB6400*	Financial Accounting	BSB6400*	Financial Accounting
Year 4 - Semester 1			
15 credits elective and Choose 3 courses from your Major (below)			
Accounting Major		Marketing Major	
BSB6401*	Management Accounting	BSB6103*	Marketing Research <i>(not required if passed BSB5003 Business Ethics)</i>
BSB7401*	Taxation	BSB7101*	Marketing Management
BSB7402*	Financial Reporting	BSB7102*	Marketing Planning
Management Major		Banking and Finance Major	
BSB6203*	Leadership for Change Management <i>(not required if passed BSB5003 Business Ethics)</i>	BSB6302 Or BSB6303 Or BSB6301	Investment and Portfolio Management Islamic Finance 1 <i>(not required if passed BSB5003 Business Ethics)</i> Money and Banking
BSB7202*	Strategic Management	BSB7300*	Financial Risk Management
BSB7203*	Enterprise Development	BSB7302*	International Finance
		BSB7303*	Islamic Finance 2
Year 4 - Semester 2			
BSB7099*	Industry Project (60 credits)		
Electives			
BSB6004*	Student Business Consultancy	BSB6501*	Festivals and Event Management
BSB6007*	Alternative Disputes Resolution	BSB6502*	Tourism Essentials
BSB6008*	The Law of the World Trade Organisation	BSB6700*	Resourcing & Talent Management
GSP5202	Work Placement		
Important: Pre-requisites apply for courses marked with *, check SSB for details Course code with ** Workshop and seminar need to enroll in both.			



Bachelor of Engineering Technology (EN701)

Year 1 - Semester 2		Year 2 - Semester 2	
ELB4902	English for Specific Purposes 2 (for ENG)	ELB5902	English for Specific Purposes 4 (for ENG)
ENB5913	Engineering Computations 1		Choose 3 courses from your Major
ENB5903	Mechanical Fundamentals	Mechanical Major	
ENB5010	Engineering Computing Fundamentals	ENB5107	Materials Science 1
		ENB6917	Fluid Mechanics
		Electronics Major	
		ENB5230	Instrumentation and Control A
		ENB5032	Electrical Machines
		ENB6006	Electronics B
		ENB5020	Digital Devices and Systems
Year 3 - Semester 1		Year 3 - Semester 2	
Mechanical Major (choose one stream of the available 2 to register)		Mechanical Major	
ENB5906	Mechanical Project 1	ENB6906	Mechanical Project 6 (Elective)
ENB6914	Mechanical Project 2	ENB6907	Mechanical Project 7
ENB6912	Mechanical Project 3	ENB6909	Mechanical Project 9
ENB6913	Mechanical Project 4	ENB6918	Applied Heat Transfer
ENB6905	Mechanical Project 5		
Electronics Major		Electronics Major	
Not offer		ENB6035	PLC Programming and Applications
		GSZ6001	Special Project (15 credits)
Year 4 - Semester 1		Year 4 - Semester 2	
Mechanical Major		Mechanical Major	
ENB6910	Mechanical Project 10	ENB7903	Co-operative Learning Project (Mechanical Engineering)
ENB7901	Mechanical Project 11	ENB7098	Engineering Research Project (need approval from Programme Manger to enrol in this course)
ENB7905	Energy, Environment and Sustainability		
ENB6915	Mechanical Project 13		
Electronics Major		Electronics Major	
ENB7230	Instrumentation and Control B	ENB7904	Co-operative Learning Project (Electronic Engineering)
ENB7060	Telecommunications B		

Bachelor of Web Media (WM701)			
Year 1 - Semester 2		Year 2 - Semester 2	
WMB5004	Website Authoring 2	WMB6001	Mobile Web Development
WMB5005	Internet & Multimedia Technology 2	WMB6002	3D Modeling and Animation 1
WMB5009	Introduction to eMarketing	WMB6007 or Elective	Web Marketing (section 1) or General Elective
ELB4902	English for Specific Purposes 2 (for Web Media)	ELB4902	English for Specific Purposes 2 (for Web Media)
Year 3 - Semester 1		Year 3 - Semester 2	
WMB6004	Industry Project	WMB7002	Web Programming 2 (section 2)
WMB5006	Audio and Video 1 (section 1)	WMB5006	Audio and Video 1 (section 2)
WMB7005	Advanced Design for the Web	ELB5902	English for Specific Purposes 4 (for Web Media)
		Elective	General Elective
Year 4 - Semester 1		Year 4 - Semester 2	
WMB7002	Web Programming 2 (section 1 & 2)	WMB7002	Web Programming 2 (section 3)
WMB7003	e-Business (section 1)	WMB7003	e-Business (section 2)
WMB7005	Advanced Design for the Web	WMB7004	Advanced Interactive Applications
WMB6007 or Elective	Web Marketing (section 1) or General Elective	WMB7005	Advanced Design for the Web

General Electives					
Degree and CAP students who passed English					
Code	Course Title	Credits	Code	Course Title	Credits
GSP5501	Drama through English Literature	5	GSG5501**	Reading the World	15
GSP5204	Conference Participation	15	GSP5203**	Market Yourself	15
GSP5202	Work Placement	15	GSP5205**	Thinking Outside the Box	15
GSP5201	Community Contribution	10	GSG5304**	Foods that Changed the History	15
GSG5308	Football and Globalization	15	GSP5902	Coaching Skills	15
GSP5903	Consumerism and Society	15	GSG5001	The Music Experience: Purpose, meaning and effect	15
GSP4806	ICDL- Word Processing & Spread Sheets	5	ENB5107	Material Science If seats available	15
GSP4805	ICDL- Computer and Online Essentials	5			
Important: ** Approved CAP students pre-enrolled by Registry					



Description of Degree Electives

Level 4 Electives			
Course Title: ICDL – Computer & Online Essentials	Course ID: GSP4805	Credits: 5	Tutor: Hani Aqeel/Hana AlQaidoom/Jennifer McWatt
<p>ICDL is made up of a range of modules – each module provides a practical program of up-to-date skills and knowledge areas, which are validated by an online test.</p> <p>This course consists of two Modules from the four Base Modules; these modules are Computer Essentials and Online Essentials. Candidate will learn the key concepts relating to ICT, computers, devices and software. In addition to understanding the main concepts relating to web browsing and online security.</p>			
Course Title: ICDL – Word Processing and Spreadsheets	Course ID: GSP4806	Credits: 5	Tutor: Hani Aqeel/Hana AlQaidoom/Jennifer McWatt
<p>ICDL is made up of a range of modules – each module provides a practical program of up-to-date skills and knowledge areas, which are validated by an online test.</p> <p>This course consists of two Modules from the four Base Modules; these modules are Word Processing and Spread Sheets. Candidate will learn the key skills needed to use a word processing application in addition to the key skills needed to use spreadsheets.</p>			
Level 5 Electives			
Course Title: Drama through English Literature	Course ID: GSP5501	Credits: 5	Tutor: Marika Wood/ Judy Molyneux
<p>Reveal your creative side through a study of drama “and examine the universal themes of revenge. This course will enable you to speak confidently and comfortably in front of an audience. It will help develop correct written and verbal communication as well as learning to see the world from a different perspective.</p>			
Course Title: Football and Globalization	Course ID: GSG5308	Credits: 15	Tutor: Stephen Black
<p>A course for Female and Male students. Come and study Football and what the term Globalization means for the game. Topics include History, FIFA, Corruption, the Media, National identity, Ladies Football, the Modern Player and Rivalry in the game. Problem Based Learning teaching method will help students examine a variety of engaging topics. Assessments include; an individual report, a group presentation and a reflective written paper. If you want to explore the game then this is the course for you.</p>			
Course Title: Consumerism and Society	Course ID: GSP5903	Credits: 15	Tutor: Tanya Webb
<p>This course will explore the theories and practices of shopping and consumerism and how they impact us on a daily basis. Topics include Consumer behavior, The development of the Consumer society, Advertising, Shopping and identity, Consumption and well-being, Poverty, Affluenza, Ceremonies, The journey of your t-shirt: where stuff comes from, Ecological impact of consumption, and Solutions to consumerism: Sustainability and socialism.</p>			
Level 5 Electives			
Course Title: Foods that Changed History	Course ID: GSG5304	Credits: 15	Tutor: Rhea Fitzpatrick
<p>We are what we eat. This course will explore how farming and hunting have shaped notions of gender and community; how surplus food has created wealth and poverty; what cinnamon had to do with the discovery of America and the story of coffee from its discovery on a hill in ancient Abyssinia to the advent of Starbucks. Students will see how the spice trade resulted in the first great wave of globalization and how salt was so valuable it served as currency and influenced the establishment of trade routes and cities, provoked and financed wars, secured empires, and inspired revolutions.</p>			



Course Title: The Music Experience: Purpose, meaning and effect	Course ID: GSG5001	Credits: 15	Tutor: Tanya Webb
<p>What is music? What music do you listen to and why? Do you define yourself through music? How are you influenced by music in everyday life? In this course, we will examine and critique the effect of music on the brain; both cognitive and behavioral. We will also look at the function of music across different societies and explore whether music makes the world a better place.</p>			
Course Title: Market Yourself	Course ID: GSP5203	Credits: 15	Tutor: Rhea Fitzpatrick/Eman AlShamlawi
<p>Getting ready to join the workforce? This course will enable participants to understand how the employment market works and develop the skills needed to market oneself to employers in written and verbal format.</p>			
Course Title: Thinking Outside the Box	Course ID: GSP5205	Credits: 15	Tutor: Johanna Visser/Anne Roberts/Eman AlShamlawi
<p>Are you looking for something different? Are you willing to explore the way you perceive yourself, others, and the world?</p> <p>In Life, we are constantly facing challenges of how best to find new and creative ways to address a variety of issues and problems. This course offers a practical approach to developing the critical thinking and problem solving skills we need to meet the challenges of Life in the 21st Century. We will do this via lots of thinking, experimenting, and discussion, based around a series of hands-on workshop activities. This will involve the development of individual and teamwork skills, which will serve you in your personal life, the workplace, and studies.</p> <p>Interested? Good! Be prepared to be challenged and to come away with some very valuable skills.</p>			
Course Title: Coaching Skills	Course ID: GSP5902	Credits: 15	Tutor: Ruth Fitzgerald
<p>How well do you really know yourself?</p> <p>How can you ... develop a greater insight into your values, personality and behavior? Improve your relationship with others? Become a better listener? Gain more clarity on your goals? Feel a greater sense of purpose and fulfilment? Make real progress in your life instead of going around in circles?</p> <p>Coaching explores all of these areas and brings you to a deeper understanding of yourself and others.</p>			
Level 5 Electives			
Course Title: Reading the World	Course ID: GSG5501	Credits: 15	Tutor: Marika Wood
<p>This exciting course will lead you on an exploration through a variety of literacies. Texts studied will bring you back to your childhood as we look at the importance of children's picture books and encourage you to reflect on how traditional tales change across cultures. We shall also consider the media form of a text, like film and advertisements. Here you will learn how to read the visual signs that are displayed and how authors seek to manipulate their audience. Through studying this course, you shall develop your critical thinking skills and cultural awareness.</p>			
Course Title: Work Placement	Course ID: GSP5202	Credits: 15	Tutor: NA
<p>This course offers students the opportunity to gain real work experience in an authentic workplace. Students will integrate the skills and knowledge gained through academic study with real workplace experience. The experience must be current and a minimum of 140 working hours must be completed to pass the course.</p> <p>See the supervisor tutor in your faculty and check <u>Moodle</u> for more information –course requires pre-approval.</p>			

Course Title: Community Contribution	Course ID: GSP5201	Credits: 10	Tutor: NA
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If you are helping or participating in a voluntary work, you can apply for this course to get credits for the work completed during the semester. The experience must be current and a minimum of 90 working hours need to be completed to pass the course. There are pre-approval documents that need to be submitted before registering in the Community Contribution course.

See the supervisor tutor in your faculty and check Moodle for more information –course requires pre-approval.

Course Supervisors for Work Placement / Community Contribution in each programme are:

Engineering	Logistics	Web Media	ICT	Business	Visual Design
Pradeep Nathoo/ Christakis Papageorgiou	Marianna Westley	TBA	Ancy Cheriyan	Araz Adam/ Fadwa Benamer	TBA

Other details about electives are saved in Moodle>Electives>Elective General Information, please visit the following link:
<http://moodle.polytechnic.bh/moodle/course/view.php?id=429¬ifyeditingon=1>

Bachelor of Business Exam Timetable

Mid of Semester 2, Academic Year 2014-15

Date	Morning 10.00 – 12.00pm		Afternoon 1.00 – 3.00pm	
	Course	Location	Course	Location
Sunday 19 April	BSB5005 Introduction to Accounting BSB6401 Management Accounting	TBA	BSB6403 Cost Accounting BSB5004 Introduction to Management BSB7301 Derivatives & Alternative Investments	TBA
Monday 20 April	BSB6003 Business Law BSB7100 International Marketing BSB6201 Operations Management	TBA	BSB7300 Financial Risk Management BSB6400 Accounting for Companies BSB7402 Financial Reporting	TBA
Tuesday 21 April	BSB7302 International Finance BSB7401 Taxation BSB5007 Introduction to Economics	TBA	BSB6302 Investment & Portfolio Management BSB6300 Corporate Finance BSB5006 QBM BSB7200 International Business	TBA
Wednes day 22 April	BSB5011 Business Research Methods BSB6200 Advanced Supervisory	TBA	BSB6203 Leadership BSB6303 Islamic Finance 1 BSB7303 Islamic Finance 2	TBA

End of Semester 2, Academic Year 2014-15

Date	Morning 10.00 – 12.00pm	Afternoon 1.00 – 3.00pm
Sunday 14 June	BSB5005 Introduction to Accounting BSB5012 Project Management	BSB5009 Introduction to Finance BSB6300 Corporate Finance BSB7401 Taxation
Monday 15 June	BSB6403 Cost Accounting BSB7202 Strategic Management	BSB6003 Business Law BSB7301 Derivatives and Alternative Investments BSB7302 International Finance
Tuesday 16 June	BSB5019 UN Global Compact BSB5005 QBM	BSB6302 Investments and Portfolios BSB7300 Financial Risk Management BSB7402 Financial Reporting
Wednesday 17 June	BSB6400 Accounting for Companies BSB5007 Introduction to Economics BSB7400 Auditing	BSB6303 Islamic Finance 1 BSB6301 Money and Banking BSB7303 Islamic Finance 2
Thursday 18 June	BSB6401 Management Accounting Make-up assessments	

Error messages and what they mean

Error Message	Instructions to Student
<p>“Academic Standing Prohibits Registration”</p> <p> Academic Standing prohibits registration</p>	<p>Check your online transcript to check what your Academic Standing is. See your Programme Manager.</p>
<p>“Anti-requisite”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec This course is Anti-requisite with BSB 5000 20693 BSB 5019 003</p>	<p>Anti-requisite means that you have taken a course that is similar or the same choose another course.</p>
<p>“Approval Required from Dean”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Approval Required from Dean 20693 BSB 5019 003</p>	<p>You must seek permission from the Dean to be enrolled on this CRN.</p>
<p>“Approval Required from Tutor”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Approval Required from Tutor 20693 BSB 5019 003</p>	<p>You must seek permission from the Tutor that teaches this course to be enrolled on this CRN.</p>
<p>“Approval Required from PM (Program Manager)”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Approval Required from PM 20693 BSB 5019 003</p>	<p>You must seek permission from the Program Manager to be enrolled on this CRN.</p>
<p>“Class Restriction “</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Class Restriction 20693 BSB 5019 003</p>	<p>You have not completed the minimum number of credits to register in this course.</p>
<p>“Close Section”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Level Cred Closed Section 20693 BSB 5019 003 Bachelor 15.000</p>	<p>The class is full. Choose another CRN.</p>
<p>“Co-requisite “Course” (CRNXXXXX) required”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Corequisite GSP 4804 (CRN 20602) required 20693 BSB 5019 003</p>	<p>You must register for the two courses at the same time.</p>
<p>“Duplicate CRN”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec DUPLICATE CRN 21069 BSB 6002 003</p>	<p>You have already registered in this CRN.</p>
<p>“Invalid or undefined Enrolment Status or Date Range Invalid”</p> <p> Invalid or undefined Enrollment Status or date range invalid</p>	<p>Contact Student Information Centre (SIC)</p>
<p>“Field of Study Restriction – Major”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Field of Study Restriction - Major 20693 BSB 5019 003</p>	<p>You are not enrolled in this Major.</p>



Error Message	Instructions to Student
<p>“Level Restrictions”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Level Restriction 20693 BSB 5019 003</p>	<p>This CRN is not at your level of study. BD = Bachelor Students CR = Certificate/Foundation Students</p>
<p>“Linked Course Required (XXXX)”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Linked course required (PBL Group) 20005 ITB 6099 001</p>	<p>You must register for the linked CRNs for this course at the same time.</p>
<p>“Maximum hours exceeded”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Maximum hours exceeded 20693 BSB 5019 003</p>	<p>You can enrol in 65 credits without special approval.</p>
<p>“No Enrolment Since re-admit term”</p>	<p>Contact Student Information Centre to take an appointment with the Registrar.</p>
<p>“No Term Available”</p> <p> No term available</p>	<p>Contact Student Information Centre (SIC)</p>
<p>“Prerequisite and Test Score Errors”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Prerequisite and Test Score error 20007 ELB 5101 001</p>	<p>You have not passed or not taken the pre-requisite (required) course.</p>
<p>“Program Restriction”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Program Restriction 20003 TLB 5001 001 Program Restriction 20004 TLB 5300 001</p>	<p>You are not enrolled in this Programme.</p>
<p>“Registration is not allowed at this time”</p> <p> Registration is not allowed at this time</p>	<p>Contact Student Information Centre (SIC)</p>
<p>“Student Status Prohibits Registration”</p> <p> Student Status prohibits registration</p>	<p>Contact Student Information Centre to take an appointment with the Registrar.</p>
<p>“Time Conflict With (XXXXX)”</p> <p> Registration Add Errors</p> <p>Status CRN Subj Crse Sec Time conflict with CRN 20693 20113 BSB 5001 004</p>	<p>Choose another CRN.</p>
<p>“You are Not permitted to register at this time”</p> <p> You are not permitted to register at this time.</p>	<p>Check the website for online registration dates for your Programme.</p>
<p>“You may not add or drop classes due to holds on your record”</p> <p> You may not add or drop classes due to holds on your record</p>	<p>Please select the “View holds” link in SSB to view existing holds. FN = pay your outstanding fees.</p>

Timetable Planner

Time	U - Sunday	M - Monday	T- Tuesday	W - Wednesday	R - Thursday
8 am					
9 am					
10 am					
11 am					
12 am					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					