بوليتكنك البحرين
Bahrain Polytechnic

Registration Instructions

Semester 1, 2018 - 2019

إرشادات التسجيل

للفصل الدراسي الاول من السنة الأكاديمية

2019 – 2018

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

تنويه: تعتبر جميع المعلومات صحيحة حتى وقت النشر. قد تطرأ تغييرات على المعلومات المطروحة، أو على المقررات أو المدرسين إذا ما طلبت الكلية هذا التغيير أو بسبب أي ظروف أخرى.

Registration and payment process	إجراءات التسجيل ودفع الرسوم الدراسية
All students MUST register for courses and pay fees OR apply for a Leave of Absence before the end of week 1**.** Please see the Academic Calendar on the Website for all key dates. Based on HEC instructions, the student is not allowed to register in two or more different programmes simultaneously whether in Bahrain Polytechnic or in any other institutes.	على جميع الطلبة تسجيل المقررات الدراسية ودفع الرسوم الدراسية أو التقدم بطلب تأجيل الدراسة لمدة فصل أو فصلين دراسيين قبل نهاية الأسبوع الاول من بدأ الدراسة. الرجاء الاطلاع على التقويم الأكاديمي في الموقع الإلكتروني طبقا لتعليمات مجلس التعليم العالي فانه لا يسمح للطلبة بالتسجيل في برنامجين مختلفين او اكثر سواء في بوليتكنك البحرين أو أي مؤسسات تعليمية اخرى.
Foundation students	**طلبة التمهيدي**
All foundation students will have their courses registered by the Enrolment department in the Certificate in Academic Preparation (CAP) programme courses. Check your timetable on Self Service Banner (SSB) from 12th September 2018. See your Programme Manager to change - add or drop courses using the “Add & Drop form”. **ALL students must check their account balance on SSB and pay course fees owing (see Fee payment below).**	سيتم تسجيل جميع طلبة التمهيدي في المقررات المطلوبة من قبل قسم التسجيل، وسوف تنشر الجداول في نظام الخدمة الذاتية **SSB** في 12 سبتمبر 2018. في حالة الرغبة في حذف أو إضافة مقررات دراسية، على الطلبة استكمال الاستمارة الخاصة بالحذف أو الإضافة والحصول على موافقة مبدئية من قبل مدير البرنامج، ومن ثم تسليمها إلى قسم التسجيل لاستكمالها. على جميع الطلبة التأكد من مبلغ الرسوم الدراسية من خلال نظام الخدمة الذاتية **SSB**، ومن ثم دفع الرسوم المستحقة (كما هو مبين بالتفصيل في فقرة الرسوم).
Degree students	**طلبة برامج البكالوريوس**
Degree students must register themselves for classes online. Registration opens by programme (see the timing below) and ends **24th September 2018.** 1. Check the **list of courses** you should register in (from page 13) and/or see your Academic Advisor. 2. Check the **Class Schedule** on Self Service Banner (SSB) from 27th August 2018 o Choose more than one option (CRN). 3. **Plan** your timetable using the table on page 21. 4. Check your account balance on SSB and **pay fees** (see Fee payment below). Fees are due on 30 September 2018. Enrolled courses will be dropped due to unpaid fees on time.	على جميع طلبة برامج البكالوريوس تسجيل المقررات ذاتيًا عن طريق نظام الخدمة الذاتية SSB. التسجيل حسب البرنامج في الأوقات المحددة (كما هو مبين في الجدول ادناه) وينتهي بتاريخ 24 سبتمبر 2018. 1. يجب التحقق من المقررات الدراسية التي يجب التسجيل بها لهذا الفصل الدراسي (كما هو مبين في صفحة 13) أو مقابلة المرشد الاكاديمي. 2. التحقق من أوقات المقررات الدراسية عن طريق **Class Schedule** عبر برنامج الخدمة الذاتية SSB اعتبارًا من 27 اغسطس 2018. - اختيار أكثر من CRN واحد لكل مقرر حتى يكون هناك خيارات بديلة في حال كانت المجموعات الدراسية ممتلئة. 3.تخطيط الجدول الدراسي باستخدام الجدول الموجود في صفحة 21. 4. تأكد من رسوم التسجيل في (account balance) من خلال نظام الخدمة الذاتية SSB (كما هو مبين في فقرة الرسوم). أخر يوم لدفع الرسوم الدراسية بتاريخ 30 سبتمبر 2018. سيتم حذف المواد المسجلة في حالة عدم الدفع.

Registering for more than 65 credits	تسجيل أكثر من 65 ساعة معتمدة في الفصل الدراسي
All students can register up to 65 Credits if they are not on Probation. Students can register up to 75 Credits IF: o their programme structure requires it; o they have a CGPA of 3 or higher, OR o are eligible to graduate in that semester. You must 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. No guarantee of a place in any class is given.	يمكن للطلبة المنتظمين في بوليتكنك البحرين 65 ساعة معتمدة كحد أقصى إذا لم يكن الطالب تحت الإنذار الأكاديمي. يجب أن تتوافر الشروط التالية في الطلبة الراغبين في تسجيل 75 ساعة معتمدة: •اذا كانت من متطلبات انهاء البرنامج. •أن لا يقل المعدل التراكمي لا يقل عن 3 أو أكثر • أن يكون مسجلاً في آخر فصل للتخرج. يجب على الطلبة استكمال استمارة "طلب زيادة الساعات المعتمدة للفصل الدراسي" وتقديمها إلى مركز معلومات الطلبة قبل يوم عمل واحد على الأقل من بدء التسجيل الخاص بالبرنامج. ستتم زيادة عدد الساعات إذا تمت الموافقة، في حين لا يوجد ضمان لوجود مقاعد شاغرة في المقررات في حالة تقديم الطلب متأخرًا.
Registration Notes	**ملاحظات**
o Programme Managers or Head of School advise if the tutors name is entered in Banner or not. o Changes may be made to class timing and tutor as required by Faculty. o Registration in a class is based on the class capacity. Seats are limited, see SSB. o Bahrain Polytechnic reserves the right to unenrol students from courses that have limited seats and are not a requirement.	- مدير البرنامج أو رئيس القسم الأكاديمي هو من يقرر إظهار أسماء المدرسين لكل مقرر أو عدمه. - التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية. - التسجيل في المجموعات الدراسية بناءً على قدرة الاستيعاب في الفصل الدراسي. عدد المقاعد محدودة (انظر SSB). - تحتفظ بوليتكنك البحرين بالحق في إلغاء تسجيل الطلبة من بعض المقررات ذات المقاعد المحدودة وغير المطلوبة في الخطة الدراسية.
Fee Payment	**دفع الرسوم الدراسية**
o ALL fees must be paid in full on 30 September 2018. o From 1 October 2018, any unpaid course fees will result in the course registration being dropped and a Finance Hold will be placed on the student account. **Online Payment** Students can pay their fees online starting from: o Online payment will be open from 4 September at 9am until 30 September.	- يجب دفع الرسوم بالكامل بتاريخ 30 سبتمبر 2018. - اعتبارًا من تاريخ 1 اكتوبر 2018، سيتم حذف المقررات المسجلة . **دفع الرسوم الكترونياً** بإمكان الطلبة دفع الرسوم الدراسية الكترونيا بدا من: - تاريخ 4 سبتمبر الساعة 9 صباحاً الى 30 سبتمبر 2018.
Scholarship students repeating courses are required to pay for those courses before the closing date. See Scholarships Coordinator in 8.07 for more information.	على طلبة البعثات دفع رسوم المقررات الدراسية التي رسبوا فيها قبل التاريخ المحدد للدفع. لمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح في مبنى/ مكتب 8.07

For help or advise about fees See the **Student Services in building 19 (office number 19.126 or 19.128)** if you need any advice or help BEFORE fees are due. Normally no extensions for fee payment are given. **Fee exemption** Applications for fee exemption starting Semester 2, 2018-2019 will be announced during month of October. Please see the scholarships coordinator in room 8.07 for any further information.	**لطلب المساعدة أو النصيحة لدفع الرسوم** على الطالب مراجعة وطلب مساعدة من دائرة الخدمات الطلابية **في مبنى رقم 19** (رقم المكتب 19.126 او 19.128) في حالة عدم قدرته على دفع الرسوم المستحقة في الوقت المحدد. في العادة لا يسمح بتمديد فترة الدفع. **الإعفاء من الرسوم الدراسية** خلال شهر اكتوبر سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم الفصل الدراسي الثاني 2018-2019 شهر اكتوبر. ولمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح في مبنى/مكتب 8.07

Online Registration Starts (by programme) التسجيل بحسب التخصص

Programme التخصص	Students الطلبة	Registration opens بدأ التسجيل
Web Media and Visual Design	All students	Tuesday, 4 September 2018 at 9.00am
ICT	Working Students Students with long term illness	Tuesday, 4 September 2018 at 10.00am
	All students	Tuesday, 4 September 2018 at 1.00pm
Business	Working Students Students with long term illness	Tuesday, 4 September 2018 at 10.00am
	Earned Credits 345 to 540	Wednesday, 5 September 2018 at 9.00am
	Earned Credits 300 to 340	Wednesday, 5 September 2018 at 10.00am
	Earned Credits 220 to 295	Wednesday, 5 September 2018 at 11.00am
	Earned Credits 110 to 215	Wednesday, 5 September 2018 at 12.00pm
	Earned Credits 0 to 105	Wednesday, 5 September 2018 at 1.00pm
Engineering	Working Students Students with long term illness	Tuesday, 4 September 2018 at 10.00am
	All students	Thursday, 6 September 2018 at 9.00am
Logistics	Working Students Students with long term illness	Thursday, 6 September 2018 at 10.00am
	Earned Credits 360 and more	Sunday, 9 September 2018 at 9.00am
	Earned Credits 245 and more	Sunday, 9 September 2018 at 10.00am
	Earned Credits 120 and more	Sunday, 9 September 2018 at 11.00am
	All students	Sunday, 9 September 2018 at 12.00pm
Electives & National Requirements	Earned Credits 360 and more	Monday, 10 September 2018 at 9.00am
	All Degree students	Monday, 10 September 2018 at 11.00am **Note:** Online Registration will be close for all programmes from 10.30 to 10.59 am

For Help!

- See your Academic Advisor.
- General enquires - Building 8, Student Information Centre counter from 9am to 2pm.
- Labs 5.18 and 5.19 are open from 9am to 2pm:

للمساعدة

- الرجاء مراجعة المرشد الأكاديمي.
- للرد على الاستفسارات العامة عن التسجيل (حذف أو إضافة) يمكن مراجعة مركز معلومات الطلبة في المبنى رقم 8 من الساعة 9 صباحًا حتى 2 ظهرًا.
- مختبرات الحاسوب 5.18 و 5.19 مفتوحة من الساعة 9 صباحا حتى 2 ظهرا

Academic Advising	الإرشاد الأكاديمي
Academic Advising is available for all students to discuss their progress and courses to enrol in. Students with any questions, those who failed courses, those allowed to continue on Academic Probation and for those who are expected to graduate **must** meet their Academic Advisors as below. **Note: Please email your Academic Advisors below for an appointment.**	الإرشاد الأكاديمي متوافر لجميع الطلاب لمناقشة تقدمهم الأكاديمي والمقررات المطلوب منهم التسجيل بها. كما أنه بإمكان الطلبة مراجعة مرشدهم الأكاديمي في حال لديهم أي استفسار عن الرسوب في مقرر دراسي، أو الفصل والسماح للطالب بفرصة أخرى لاستكمال الدراسة، أو في حالة توقع تخرج الطالب لمعرفة المواد التي يجب عليه استكمالها. **ملاحظة: يجب طلب موعد للاجتماع مع المرشد الأكاديمي في التواريخ والأوقات المبينة في الجدول أدناه من خلال إرسال بريد إلكتروني إلى المرشد.**

Faculty/Programme	Major	Date	Time	Location	Academic Advisors
Business	Year 1 & 2	03 Sep 04 Sep 05 Sep 06 Sep	By request for a meeting through email	20.102 20.107	Eman Askar Fahdia Khalid
	ACCT	03 Sep 04 Sep 05 Sep 06 Sep		20.103 20.101 20.115 20.103	Najla Srour Sana Al Amri Kubra Edhrabooh Najla Srour
	BAFI	03 Sep 04 Sep 05 Sep 06 Sep		20.112 20.116	Wafa Salman Dr Ghassan Alsoud
	MKTG	03 Sep 04 Sep 05 Sep 06 Sep		20.110	Philip Cragg
	MNGT	03 Sep 04 Sep 05 Sep 06 Sep		20.108	Sinead Moriarty
	HRM	03 Sep 04 Sep 05 Sep 06 Sep		20.105 20.105	Dr Namrata Gulati Chris Bridgett
	Double Major	03 Sep 04 Sep 05 Sep 06 Sep		Relevant Major Advisers listed above	

Bahrain Polytechnic بوليتكنك البحرين

Study Plan: Degree courses by Programme for Semester 1, 2018-2019

المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الاول من العام الأكاديمي 2018 - 2019

Notes:
The following information was provided by Faculty. If you have any questions please see your Programme Manager or Academic Advisor.
If you failed courses last semester, see your Academic Advisor before you register for any courses.
Pre-requisites for some courses have been changed; check **Class Schedule** in SSB for more details.
*Linked courses - you must follow the instructions on SSB
Students commencing study at Bahrain Polytechnic and/or a Bachelor's degree from September 2015 may be required to complete 30-45 credits of National Requirements as part of the Higher Education Council's regulations subject to availability of resources, based on the approved study plan.

Bachelor of International Logistics Management (IL701)			
Year 1 - Semester 1		**Year 1 - Semester 2**	
IT6009	Intro to Information Systems	TL6303	Humanitarian Aid & Disaster Logistics
TL6302	Intro to Supply Chains & Procurement+	EL5002	English Comm 2 (for BBUS & BILM)
TL6300	Managing in the T&L Environment+		
EL5001	Introduction to English Communication (for BILM)		
Year 2 - Semester 1		**Year 2 - Semester 2**	
TL7001*	International Transport Law	EL6004*	English Skills B (BBUS & BILM)
EL6003*	English Skills A (BBUS & BILM)	TL7202*	Maritime Shipping Systems and Practices
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
Year 3 - Semester 1		**Alternative Course (subject to availability)**	
TL7303*	Urban Public Transport	TL7009*	Research Methodologies
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
-	ILM8000 Option / Other Elective	-	ILM8000 Option / Other Elective
Year 4 - Semester 1		**Year 4 - Semester 2 (Final Semester)**	
TL8002*	Transport and Energy	TL8501*	Industry-Based Project
TL8003*	Transport and Communication		
-	ILM8000 / Other Elective		
-	ILM8000 / Other Elective		
IL701 Options			
TL7003*	Logistics Operations Management+		
TL7200*	International Transport Organisations		
TL7201*	International Air Cargo		
TL7300*	Passenger Transport Management+		
TL7301*	Inventory and Warehouse Management+		
TL7302*	Strategic Supply Chain and Retail Logistic+ (Replaces TL7000 Economics and Finance)		
Important: Pre-requisites apply for courses marked with *, check SSB for details Courses mark with an + contain an external exam (or exams)			

Bachelor of Information and Communications Technology (IT701 & ICT8000)			
Year 1 - Semester 1			
IT6001	Computer Systems		
IT6004	Unix Systems		
IT6010	Maths for Computing		
EL5005 or EL5006 EL5004	Reading and Writing English for EDICT Speaking and Listening English for EDICT English for EDICT 2		
Year 2 - Semester 1&2			
IT6003	Networking 1	IT6012	Web Fundamentals
IT6005	Database Systems 1	IT7001*	Systems Analysis and Design 1
IT6008	Computer Programming 1	EL6001	English for EDICT 3
IT6011	Introduction to Information Security		
Year 3 - Semester 1			
IT8118*	Advanced Programming (Programming)	IT8303*	Network Security (Networking)
IT7006*	Object-Oriented Design (Programming)	IT7301*	Ethical Hacking (Networking)
IT8101*	Games Development (Programming)	IT8313*	Wireless Communication (Networking)
IT8202*	Infrastructure for eCommerce (MIS)	IT8405*	Database Programming 1 (Database)
IT7202*	Enterprise Resource Planning (MIS)	IT8406*	Database Administration (Database)
IT8203*	Systems Administration (MIS)	IT7007*	Web Infrastructure (Database)
Year 4 – Semester 1		**Year 4 – Semester 2**	
IT7099*	IT Project supervision	IT8199*	Cooperative Learning Project (Programming)
IT7099*	Project management workshop	IT8299*	Cooperative Learning Project (MIS)
IT7099*	Technical Writing workshop	IT8399*	Cooperative Learning Project (Networking)
IT7099*	Communication workshop	IT8499*	Cooperative Learning Project (Database)
Electives			
IT6009	Intro to Information Systems		
GS6202	Work Placement		
Important: Pre-requisites apply for courses marked with *, check SSB for details			

Bachelor of Visual Design (BD701)			
Year 1 - Semester 1		**Year 2 - Semester 1**	
VC6100	Visual Design I: Colour Theory and Design Theories & Methods	VC7200	Visual Design III: Advanced Typography
VC6102	Computer Practical I: Design Principles	VC7202	Computer Practical III: Graphic Design & Online Media
VC6104	Historical Studies in Design	VC6902	Video
EL5005 or EL5006	Reading and Writing English for EDICT Speaking and Listening English for EDICT	EL6001	English for EDICT 3
Year 3 - Semester 1		**Year 4 - Semester 1**	
VC7300	Visual Design V: Sustainable Design	VC8303	Internship
		VC8408	Design Research
Studio Options			
VC7910	The Power of Advertising	VC7908	Package Design
VC7904	Publication Design		

BBS8010 Bachelor of Business (Marketing)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6004	*BSB5004*	Introduction to Management	BU6001	*BSB5001*	Introduction to Marketing
BU6005	*BSB5005*	Introduction to Accounting	BU6006	*BSB5006*	Quantitative Business Methods
BU6008	*BSB5008*	Applied Communication	BU6007	*BSB5007*	Introduction to Economics
EL5001	*ELB4902*	English for Special Purposes 1	EL5002*	*ELB4902*	English for Special Purposes 2
Year 2 - Semester 1			**Year 2 - Semester 2**		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6009	*BSB5009*	Introduction to Finance	BU6011	*BSB5011*	Business Research Methods
BU6010	*BSB5010*	Management Information Systems	BU7002*	*BSB6002*	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	*BSB6003*	Business Law
EL6003*		English Skills A	EL6004*		English Skills B
Year 3 - Semester 1			**Year 3 - Semester 2**		
Course Code	Previous Code	***Course Name***	**Course Code**	Previous Code	**Course Name**
BU7101*	*BSB6101*	Integrated Marketing Communication	BU6012	*BSB5012*	Project Management
BU7102*	*BSB6102*	Digital Marketing	BU7100*	*BSB6100*	**Not being offered this semester**
BU7103*	*BSB6103*	Market Research	BU7104*	*BSB6104*	
			BU8103*	*BSB7103*	
NRCs/Elect		National Requirements/ Elective	BU8104*	*BSB7104*	
Year 4- Semester 1			**Year 4 - Semester 2**		
Course Code	Previous Code	***Course Name***	**Course Code**	Previous Code	**Course Name**
BU8100*	*BSB7100*	**Not being offered**	BU8199*	*BSB7099*	Industry Project: Marketing
BU8101*	*BSB7101*	Marketing Management			
BU8102*	*BSB7102*	Marketing Planning			
NRCs/Elect		National Requirements/ Elective			

Important: Pre-requisites apply for courses marked with *, check SSB for details
Course code with ** Workshop and seminar must enrol in both.

BBS8020 Bachelor of Business (Management)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6004	*BSB5004*	Introduction to Management	BU6001	*BSB5001*	Introduction to Marketing
BU6005	*BSB5005*	Introduction to Accounting	BU6006	*BSB5006*	Quantitative Business Methods
BU6008	*BSB5008*	Applied Communication	BU6007	*BSB5007*	Introduction to Economics
EL5001	*ELB4902*	English for Special Purposes 1	EL5002*	*ELB4902*	English for Special Purposes 2

Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6009	*BSB5009*	Introduction to Finance	BU6011	*BSB5011*	Business Research Methods
BU6010	*BSB5010*	Management Information Systems	BU7002*	*BSB6002*	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	*BSB6003*	Business Law
EL6003*		English Skills A	EL6004*		English Skills B

Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	***Course Name***	**Course Code**	Previous Code	**Course Name**
BU7200*	*BSB6200*	Advanced Supervisory Management	BU6012	*BSB5012*	Project Management
BU7201*	*BSB6201*	Operations Management	BU7202*	*BSB6202*	Organisational Behaviour
			BU7205*		**Not being offered this semester**
			BU8200*	*BSB7200*	
BU7204*		**Not being offered this semester**	TL8302*		
NRCs/Elect		National Requirements/ Elective	NRCs/Elect		National Requirements/ Elective

Year 4- Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	***Course Name***	BU8099*	*BSB7099*	**Course Name**
BU7203*	*BSB6203*	Leadership			Industry Project
BU8202*	*BSB7202*	Strategic Management			
BU8203*	*BSB7203*	Enterprise Development			
BU8204*	*BSB7204*	Contemporary Management			
NRCs/Elect		National Requirements/ Elective	BU8099*	*BSB7099*	

Important: Pre-requisites apply for courses marked with *, check SSB for details
Course code with ** Workshop and seminar must enrol in both.

BBS8030 Bachelor of Business (Banking & Finance)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6004	*BSB5004*	Introduction to Management	BU6001	*BSB5001*	Introduction to Marketing
BU6005	*BSB5005*	Introduction to Accounting	BU6006	*BSB5006*	Quantitative Business Methods
BU6008	*BSB5008*	Applied Communication	BU6007	*BSB5007*	Introduction to Economics
5001	*ELB4902*	English for Special Purposes 1	EL5002*	*ELB4902*	English for Special Purposes 2

Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6009	*BSB5009*	Introduction to Finance	BU6011	*BSB5011*	Business Research Methods
BU6010	*BSB5010*	Management Information Systems	BU7002*	*BSB6002*	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	*BSB6003*	Business Law
EL6003*		English Skills A	EL6004*		English Skills B

Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	***Course Name***	**Course Code**	Previous Code	**Course Name**
BU7300	*BSB6300*	Corporate Finance	BU6012	*BSB5012*	Project Management
BU7301*	*BSB6301*	**Not being offered this semester**	BU7302*	*BSB6302*	Investment & Portfolio Management
BU7303*	*BSB6303*	Islamic Finance I	BU8303*	*BSB7303*	**Not being offered this semester**
BU7304*		Social Business	NRCs/Elective		National Requirements/ Elective
NRCs/Elective		National Requirements/ Elective			

Year 4- Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	***Course Name***	**Course Code**	Previous Code	**Course Name**
BU7305*		**Not being offered this semester**	BU8099*	*BSB7099*	Industry Project
BU8300*	*BSB7300*	Financial Risk Management			
BU8301*	*BSB7301*	Derivatives & Alternative Investments			
BU8302*	*BU7302*	International Finance			
BU8305*		Behavioural Finance			
NRCs/Elective		National Requirements/ Elective			

Important: Pre-requisites apply for courses marked with *, check SSB for details
Course code with ** Workshop and seminar must enrol in both.

BBS8040 Bachelor of Business (Accounting)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6004	*BSB5004*	Introduction to Management	BU6001	*BSB5001*	Introduction to Marketing
BU6005	*BSB5005*	Introduction to Accounting	BU6006	*BSB5006*	Quantitative Business Methods
BU6008	*BSB5008*	Applied Communication	BU6007	*BSB5007*	Introduction to Economics
EL5001	*ELB4902*	English for Special Purposes 1	EL5002*	*ELB4902*	English for Special Purposes 2

Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6009	*BSB5009*	Introduction to Finance	BU6011	*BSB5011*	Business Research Methods
BU6010	*BSB5010*	Management Information Systems	BU7002*	*BSB6002*	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	*BSB6003*	Business Law
EL6003*		English Skills A	EL6004*		English Skills B

Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	***Course Name***	**Course Code**	Previous Code	**Course Name**
BU7400*	*BSB6400*	Financial Accounting	BU6012	*BSB5012*	Project Management
BU7402*	*BSB6402*	Accounting Systems	BU7403*	*BSB6403*	Cost Accounting
BU7404*		Financial Management	BU8402*	*BSB7402*	Financial Reporting
NRCs/Elect		National Requirements/ Elective	NRCs/Elect		National Requirements/ Elective

Year 4- Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	***Course Name***	**Course Code**	Previous Code	**Course Name**
BU7401*	*BSB6401*	Management Accounting	BU8099*	*BSB7099*	Industry Project
BU8400*	*BSB7400*	Auditing			
BU8401*	*BSB7401*	Taxation			
NRCs/Elect		National Requirements/ Elective			

Important: Pre-requisites apply for courses marked with *, check SSB for details
Course code with ** Workshop and seminar must enrol in both.

BBS8070 Bachelor of Business (HRM)

Year 1 - Semester 1			Year 1 - Semester 2		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6004	*BSB5004*	Introduction to Management	BU6001	*BSB5001*	Introduction to Marketing
BU6005	*BSB5005*	Introduction to Accounting	BU6006	*BSB5006*	Quantitative Business Methods
BU6008	*BSB5008*	Applied Communication	BU6007	*BSB5007*	Introduction to Economics
EL5001	*ELB4902*	English for Special Purposes 1	EL5002*	*ELB4902*	English for Special Purposes 2

Year 2 - Semester 1			Year 2 - Semester 2		
Course Code	Previous Code	**Course Name**	**Course Code**	Previous Code	**Course Name**
BU6009	*BSB5009*	Introduction to Finance	BU6011	*BSB5011*	Business Research Methods
BU6010	*BSB5010*	Management Information Systems	BU7002*	*BSB6002*	Human Resource Management
NRCs/Elect		National Requirements/ Elective	BU7003	*BSB6003*	Business Law
EL6003*		English Skills A	EL6004*		English Skills B

Year 3 - Semester 1			Year 3 - Semester 2		
Course Code	Previous Code	***Course Name***	**Course Code**	Previous Code	**Course Name**
BU7203*	*BSB6203*	Leadership	BU6012	*BSB5012*	Project Management
BU7700*		Resourcing & Talent Management	BU7202*	*BSB6202*	Organisational Behaviour
BU7701*		Employee Relations	BU8700*		**Not being Offered this semester**
NRCs/Elect		National Requirements/ Elective	NRCs/Elect		National Requirements/ Elective

Year 4- Semester 1			Year 4 - Semester 2		
Course Code	Previous Code	***Course Name***	**Course Code**	Previous Code	**Course Name**
BU7702*		International HRM	BU8099	*BSB7099*	Industry Project
BU8701*		Rewards Management			
BU8702*		Strategic HRM			
NRCs/Elect		National Requirements/ Elective			

Important: Pre-requisites apply for courses marked with *, check SSB for details
Course code with ** Workshop and seminar must enrol in both.

Bachelor of Engineering Technology (ENT8000)	
Year 1 - Semester 1	
EL5005 or EL5006	Reading and Writing English for EDICT Speaking and Listening English for EDICT
EL5006	Speaking and Listening English for EDICT
EL5004	English for EDICT 2
EN6907	Mathematics for Engineers 1
EN6990	Engineering Practice
EN6000	Electrical Fundamentals
EN6903	Mechanical fundamentals
EN6010	Engineering Computing Fundamentals
EN6914	Mathematics for Engineers 2

Year 1 in Engineering is a common year between Mechanical, Electronics and Electrical Engineering. All engineering students must undertake all courses.

Year 1 Semester 1: students are required to enrol in 60 credits per semester:

- English: ALL Students are required to enrol in **EL5005 or EL5006** (Unless exempt by English department), repeating students must enroll in **EL5004**
- ALL students are required to enrol in **EN6907**
- Students can choose to enrol in **EN6990 or EN6903** in semester 1, these courses will run in both semester 1 and 2. Student will be required to alternate in the second semester.
- Students can choose to enrol in **EN6000 or EN6010** in semester 1, these courses will run in both semester 1 and 2. Student will be required to alternate in the second semester.
- Repeating students **MUST** give priority to enrol in failed courses.

e.g. if a student enrols in EN6990 in semester 1, the same student will enrol in EN6903 in semester 2, and the student who enrols in EN6903 in semester 1, will enrol in EN6990 in semester 2.

Year 2 - Semester 1		Year 2 - Semester 2
EL6001	English for EDICT 3	Not offered
	Choose 3 courses from your Major	
Mechanical Major (ENT8020)		**Mechanical Major (ENT8020)**
EN6904	Engineering Graphics	Not offered
EN7917	Fluid Mechanics	
EN6902	Engineering Mechanics 2	
Electronics Major (ENT8030)		**Electronics Major (ENT8030)**
EN6001	Engineering Computing(EN803)	Not offered
EN6060	Analogue Electronics (EN803)	
EN6080	Alternating Current (AC) Circuit Theory (EN803)	
Year 3 - Semester 1		**Year 3 - Semester 2**
Mechanical Major (ENT8020)		**Mechanical Major (ENT8020)**
EN7920	Mechanical Project	Not offered
EN8921	Project Management, Quality and Reliability Engineering	
Electronics Major (ENT8030)		**Electronics Major (ENT8030)**
EN7071	Electronics Manufacturing Design	Not offered
EN7060	Telecommunications A	
EN7008	Power Electronics	

Year 4 - Semester 1		Year 4 - Semester 2	
Mechanical Major (ENT8020)		**Mechanical Major (ENT8020)**	
EN8905	Energy, Environment and Sustainability	EN8903	Co-operative Learning Project (Mechanical Engineering)

EN8906	Vibration, Noise and Mechanics of Machines	ENB8098	Engineering Research Project
EN8908	Manufacturing Processes		
EN8913	Project Proposal		
Electronics Major (ENT8030)		**Electronics Major (ENT8030)**	
EN7035	PLC Programming and Applications	EN8904	Co-operative Learning Project (Electronic Engineering)
		GS7001	Special Project

Bachelor of Web Media (WM701)			
Year 1 - Semester 1		**Year 2 - Semester 1**	
WM6001	Website Authoring 1	WM6006	Audio Video 1
WM6002	Internet & Multimedia Technology 1	WM6007	Content Management 1
WM6003	Web Design 1	WM6008	Strategic Web Communication
EL5005 or EL5006	Reading and Writing English for EDICT Speaking and Listening English for EDICT	EL6001	English for EDICT 3
Year 3 - Semester 1		**Year 4 - Semester 1**	
WM7003	HCI	WM8004	Advanced Interactive Applications
WM7005	Web Programming 1	WM8006	eCommerce and Entrepreneurship
WM8005	Advanced Design for the Web	WM7008	Web Media Project (30 credits)
Elective	15 credits elective		

General Electives					
Code	**Course Title**	**Credits**	**Code**	**Course Title**	**Credits**
GS6202	Work Placement	15	BU6010*	Management Information Systems	15
BU6004*	Introduction to Management	15	BU6006*	Quantitative Business Methods	15
BU6005*	Introduction to Accounting	15	BU6007*	Introduction to Economics	15
BU6008*	Applied Communication	15	BU6011*	Business Research Methods	15
BU6009*	Introduction to Finance	15	*IT6010**	*Maths for Computing*	*15*
BU7003*	Business Law	15	*IT6011**	*Introduction to Information Security*	*15*
*IT6001**	*Computer Systems*	15	*IT6012**	*Web Fundamentals*	*15*
*IT6004**	*Unix Systems*	15	*TL6303**	*Humanitarian Aid & Disaster Relief Logistics*	*15*
*IT6009**	*Intro to Information Systems*	15	*TL6300**	*Managing in the T&L Environment*	*15*
*TL6302**	*Intro to Supply Chains & Procurement*	15			
National Requirements					
GS5104	Arabic Language	5	GS5103	Modern Economic History of Bahrain	5

Important:

- 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

* Registration will be opened depend on the avalibity of steats.

Attendance Refer to the Student Attendance Policy and Procedures on Moodle.	**متطلبات الحضور:** الرجاء الرجوع إلى سياسة وإجراءات حضور الطلبة على Moodle.
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 up to 20%. 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. You cannot attend class. This is a Fail grade. Check your attendance % on SSB. See your tutor if you think there is an error.	**متطلبات الحضور:** يعتمد التسجيل في أي من المقررات الدراسية على قبول حضور جميع المقررات المسجلة. في حالة التسجيل في المقررات الدراسية لابد من الأخذ بعين الاعتبار ظروف عملك، التزاماتك الأسرية، ظروفك الصحية، وجميع التزاماتك الأخرى، وتخطيط وقتك بحيث يمكنك حضور المقررات الدراسية كما هو مطلوب. يتوقع منك حضور المحاضرات الدراسية في الوقت المحدد، ويجب ألا يقل حضورك عن 80٪ في جميع المقررات المسجلة، حيث يمكن الإستفادة من 20% للغياب في حالة المرض أو في حالة تعرضك لأي ظرف خلال الفصل الدراسي. تعتمد نسبة الحضور على عدد المحاضرات المقررة في الفصل الدراسي. إذا كانت غيابك لأكثر من 20٪ من إجمالي مجموع الحصص فسيتم سحبك تلقائياً من المقرر مع درجة WA (انسحاب بدرجة الرسوب بسبب الغياب)، وسيقوم قسم التسجيل بإعلامك وإعلام مدرس المقرر بذلك عن طريق البريد الإلكتروني. يمكنك التحقق من نسبة حضورك وغيابك عن طريقSSB ، الرجاء مراجعة المدرس في حالة وجود خطأ
Early Registration	**التسجيل المبكر**
If you are working or have an on-going medical condition, you MUST apply and declare your circumstances before every semester starts to be considered for early registration. Late applications will be considered until 2nd September 2018.	إذا كان الطالب موظفًا أو يعاني من مرض مزمن، فيجب عليه إعلام قسم التسجيل بظروفه قبل بدء كل فصل دراسي، والتقدم بطلب التسجيل المبكر للنظر فيه. سيتم النظر في الطلبات المتأخرة الى 2 سبتمبر 2018.
Alternative Study Arrangements (ASA)	إجراءات الدراسة البديلة (الإعفاء)
See the Student Attendance Policy for all details. Aim: Ensures students have opportunities to meet the session / learning outcomes. **Apply** for Alternative Study Arrangements (ASA) if: ○ required to attend events for your programme of study for /by Polytechnic. ○ competing in International sports events officially representing Bahrain, in good academic standing and attendance and participation in courses is good. ○ with significant and/or chronic health conditions.	لمزيد من المعلومات الرجاء مراجعة سياسة الحضور الهدف: لضمان تحقيق الطلبة لنتائج التعلم. شروط التقديم: • حضور الفعاليات المتعلقة بالبرنامج الدراسي المنظمة من قبل بوليتكنك البحرين. • تمثيل مملكة البحرين رسميًا في مسابقات رياضية دولية، ولابد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيدًا وكذلك حضورهم ومشاركتهم. • الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية.

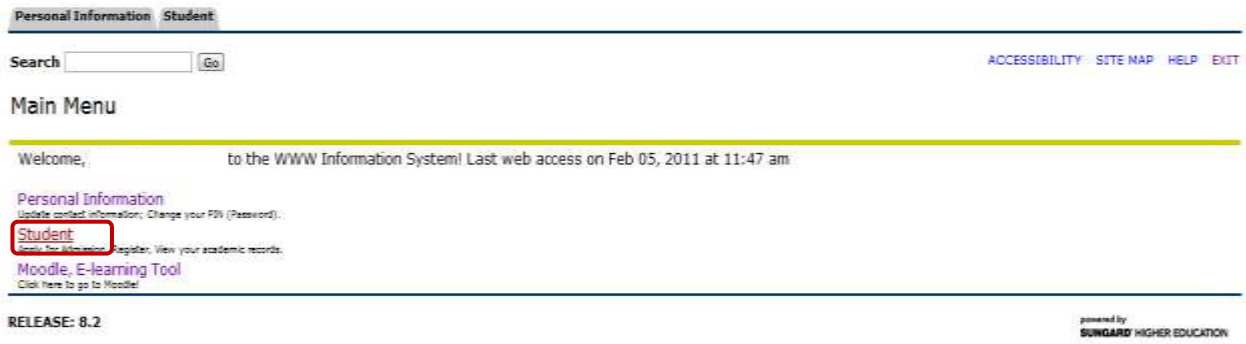
Students must apply by filling the Alternate Study Arrangements form BEFORE the event / absences reach 20%. Faculty will review, and if approved it will be processed by Registry.	يجب على الطلبة ملء استمارة ترتيب الدراسة البديلة المتوافرة في مركز معلومات الطلبة **قبل الفعالية/ أن تصل نسبة الغياب إلى 20%.** ستقوم الكلية بمراجعة الطلب، وإذا ما تمت الموافقة عليه، سيتم تجهيزه من قبل قسم التسجيل.
WA grade change request	**طلب تغيير درجة WA**
To apply for a Change of WA grade to W WHO: Students with a WA (absent more than 20%) and Exceptional Circumstances WHEN: Apply within 10 days of the WA being assigned and before the last day of the semester. HOW: Complete and submit the Change of WA grade Form and ALL the evidence to support your request to the SIC in building 8 o A **Medical report** is required for illnesses. o Medical certificates for one or two days are NOT acceptable evidence! The Deans will review all applications and the Academic Board will review and approve the grade decision with all results at the end of the semester.	للتقدم بطلب تغيير درجة WA (الانسحاب بدرجة رسوب بسبب الغياب) إلى W لمن: للطلبة الحاصلين على درجة WA (غيابهم اكثر من 20% وتعرضوا لظروف استثنائية) متى: التقديم خلال 10 أيام من تاريخ حصولهم على درجة WA وقبل اخر يوم من انتهاء الفصل الدراسي. كيف: عن طريق ملء استمارة طلب تغيير درجة WA وإرفاقها بجميع الأدلة الداعمة وتقديمها إلى مركز معلومات الطالب في مبنى 8. - يجب تقديم تقرير طبي في حالة تقديم الطلب بسبب المرض. - إن تقديم شهادات طبية لمدة يوم أو يومين عذر غير مقبول. سيتم عرض الطلبات على عمداء الكليات لمراجعتها مع الأدلة المرفقة. وبدوره، سيقوم المجلس الأكاديمي بالاطلاع عليها وإبداء موافقته على قرار تغيير الدرجة مع النتائج النهائية للفصل الدراسي.

How to check your fees balance للتحقق من مجموع الرسوم بعد التسجيل

There are two ways to check your Polytechnic account balance:

A. Check Student Account link in SSB

Go to Main Menu, Click on **Student**

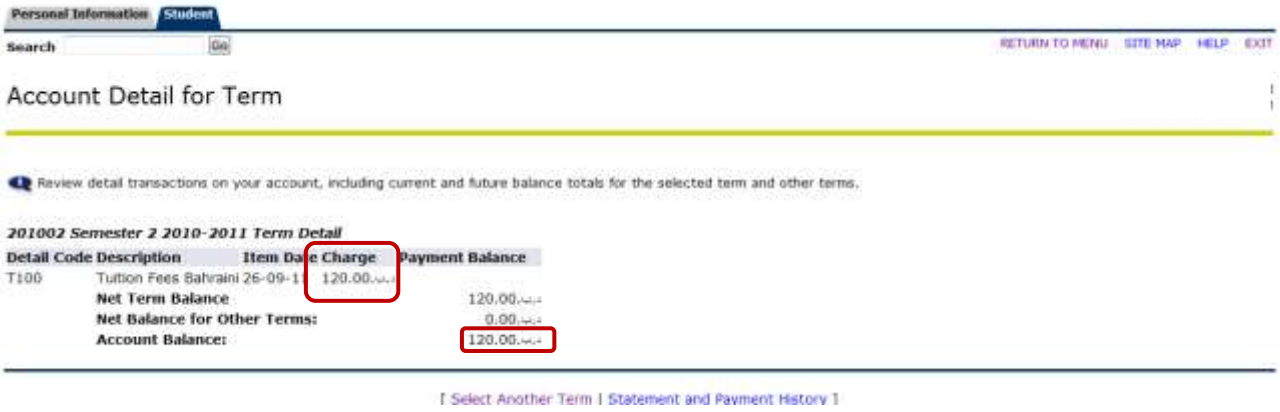


Click on **Student Accounts**

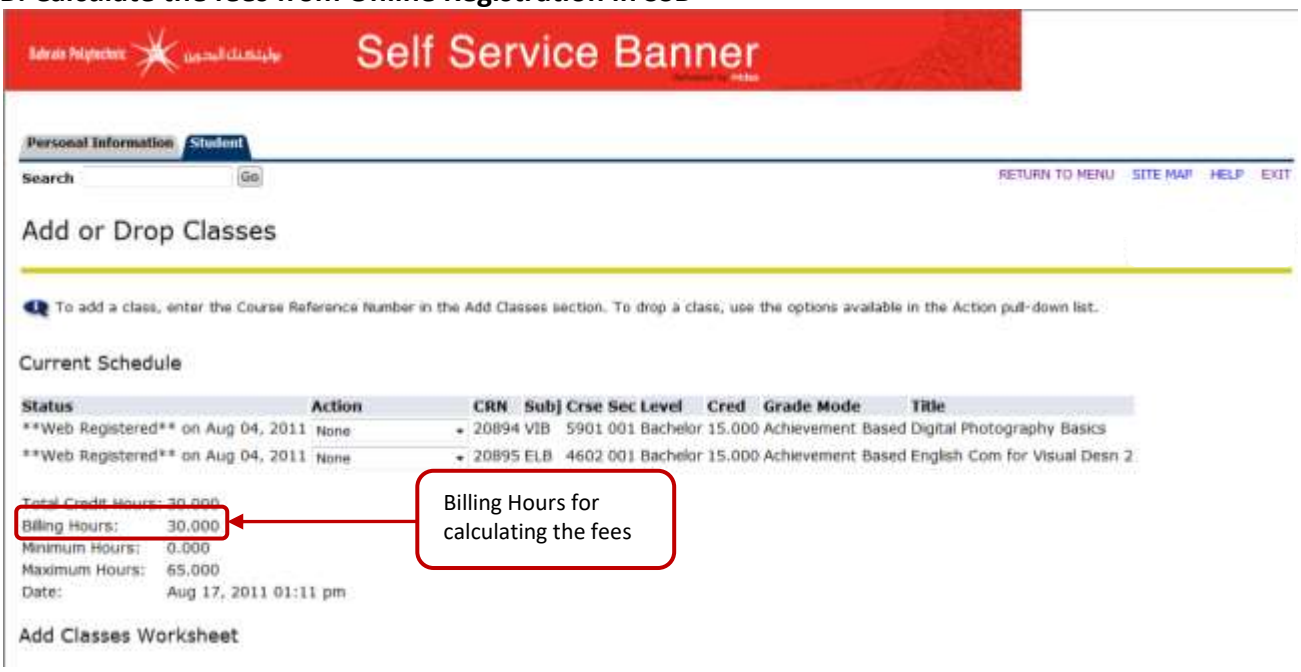
Click on **Account Detail for Term** link

Select Term **Semester 2 2015-2016**

Account Balance, this is how much you must pay



B. Calculate the fees from Online Registration in SSB



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.

Pay your fees online

دفع الرسوم الكترونياً

To pay your semester courses fee you need to:
Step 1: Login to SSB
Step 2: Go to Main Menu
Step 3:Click on **Student** link

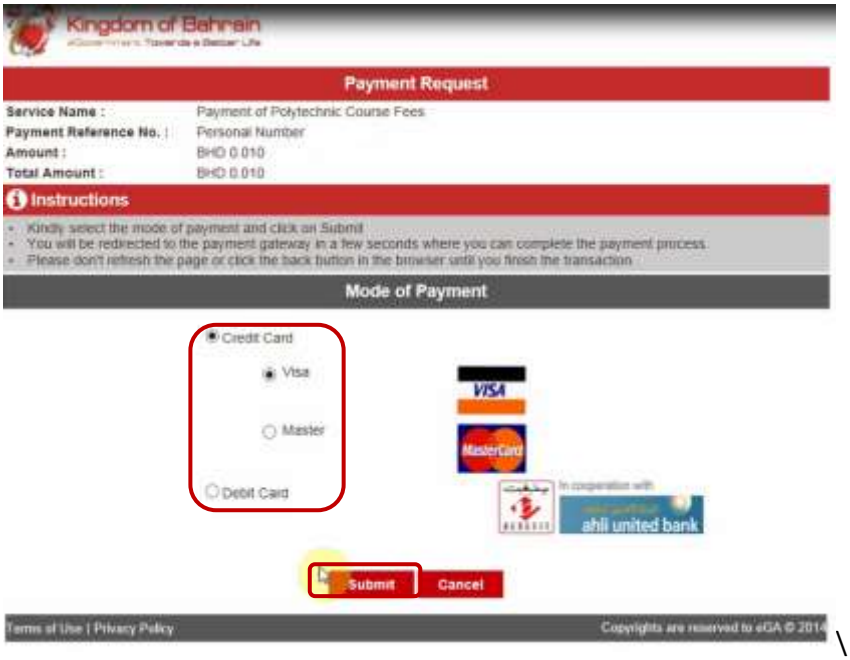
Step 4: Click on **Make Online Payment** link

Online Payment screen will show student ID, Name and the total courses enrolled fee
Step 5: Click on **Continue to Payment** bottom

Step 6: eGovernment Page will be shown. Select one of the options:

- Credit Card
- Debit Card

Step 7: Then click on submit



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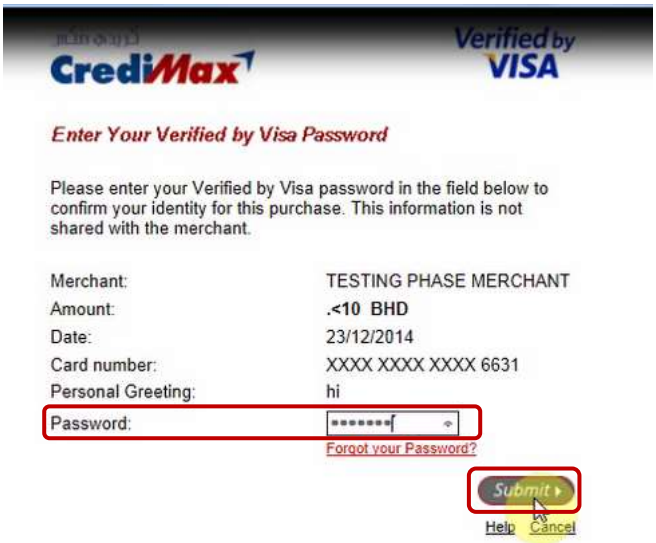
Step 8: fill the following:

- Card Number (credit or debit card number)
- Expiry Date
- Security Code

The processing might take time

Step 9: Add your Credit or Debit Card password

Step 10: Click submit



Confirming the payment might take time

Payment confirmation message

Payment Receipt will be shown.

Step 11: Save the receipt as approved for that you completed your payment.

How to plan your timetable كيف تخطط جدولك

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 4 February 2016, follow the steps below:

Go to SSB Main Menu

Click on **Student** link

Click on Student Records link

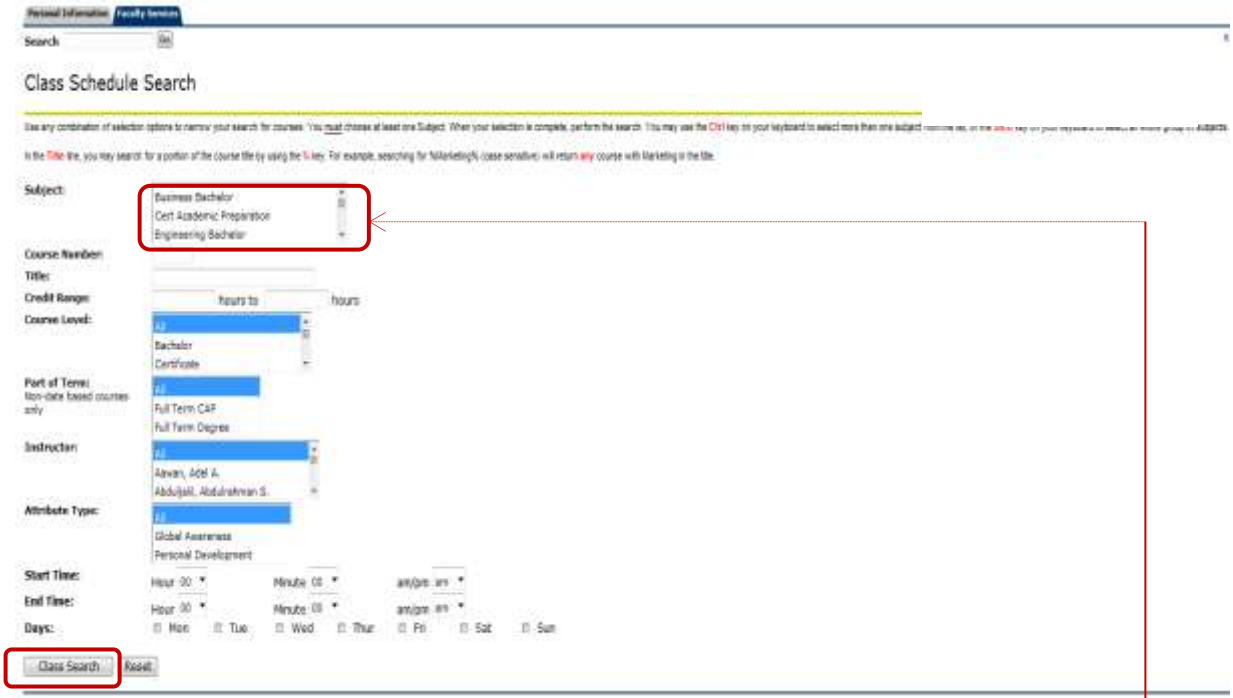
Click Class Schedule link

Select Semester 2 2015 -2016

Click **Submit** at the bottom

Select your programme from the option box **Subject** (as below), leave the others as **All**

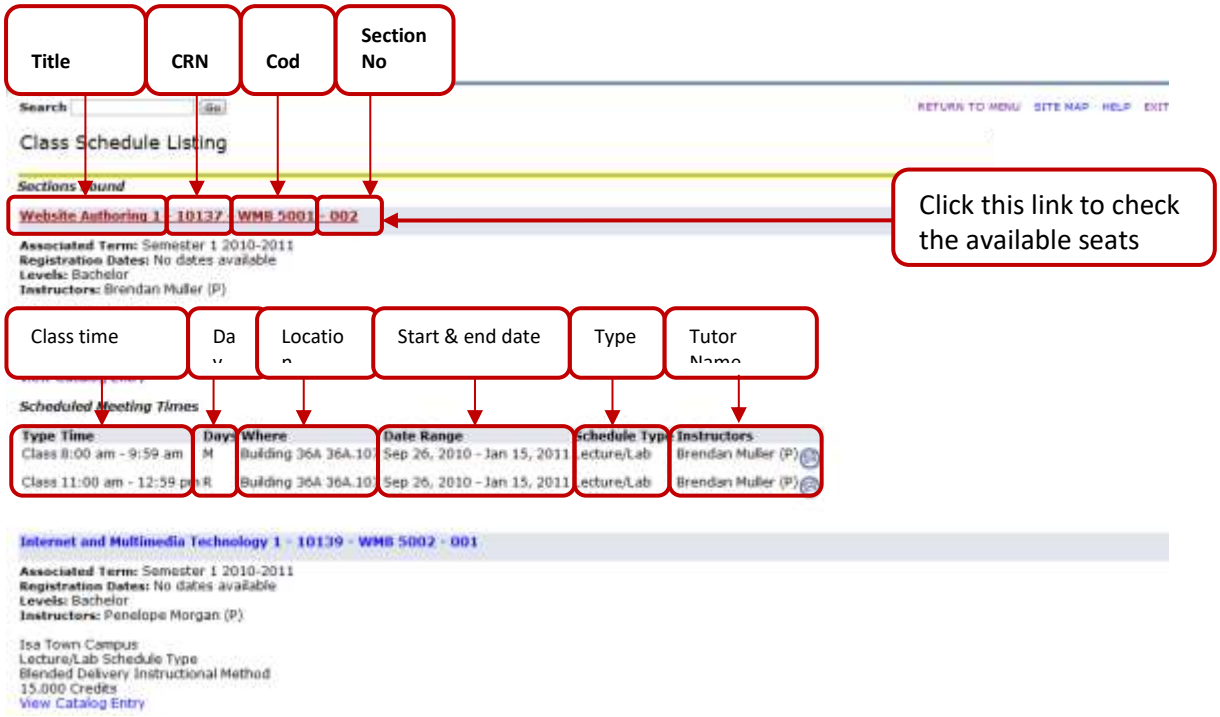
Click **Class Search** at the bottom



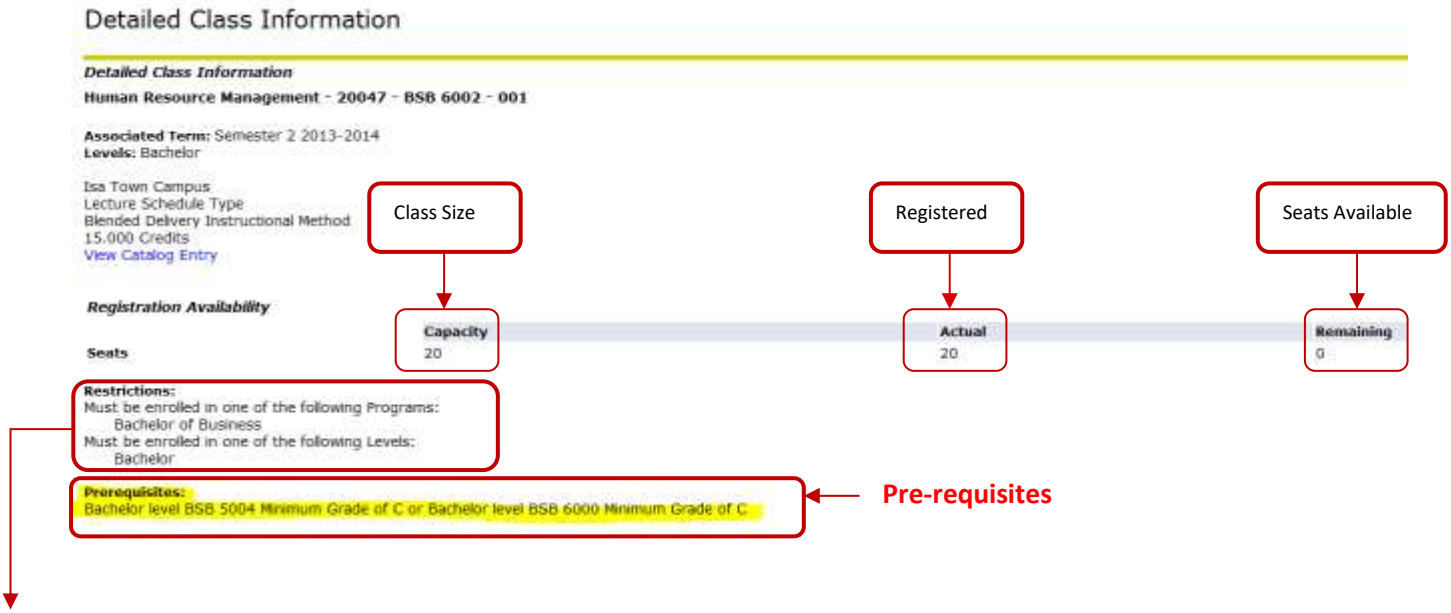
Subject:

- Business Bachelor (BU courses) Degree students
- Cert Academic Preparation (AP courses) Foundation students
- Engineering Bachelor (EN courses) Degree students
- English Communication Bachelor (EL courses) Degree students
- General Studies (GS courses) Degree students
- IT Bachelor (IT courses) Degree students
- Transport and Logistic Bachelor (TL courses) Degree students
- Visual Design Bachelor (VC courses) Degree students
- Web Media Bachelor (WM courses) Degree students

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.



Class Capacity and available seats



Restrictions cannot be ignored or overridden.

Description of Degree Electives وصف للمواد الاختيارية

Level 5 Electives			
Course Title: **Work Placement**	**Course ID**: GS6202	**Credits**: **15**	**Tutors:** Please see the table below
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. ***For more information please check Moodle –course requires pre-approval.***			

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

Error messages and what they mean

ماذا تعني رسائل الخطأ

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

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

Timetable Planner تخطيط الجدول

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					