# Registration Instructions

# Semester 2, 2021 - 2022

# إرشادات التسجيل

# للفصل الدراسي الثاني من السنة الأكاديمية

# 2022 – 2021

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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** <u>OR</u> **apply for a Leave of Absence** before the end of week 1**.** <br><br> Please see the [Academic Calendar](#) on the Website for all key dates. <br><br> 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 الأول من بدأ الدراسة. <br><br> الرجاء الاطلاع على [التقويم الأكاديمي](#) في الموقع الإلكتروني <br><br> طبقا لتعليمات مجلس التعليم العالي فانه لا يسمح للطلبة بالتسجيل في برنامجين مختلفين او أكثر سواء في بوليتكنك البحرين أو أي مؤسسات تعليمية اخرى. |

| Foundation and Degree students | طلبة برامج التمهيدي والبكالوريوس |
|---|---|
| Foundation and Degree students must register themselves for classes online. Registration opens by programme (see the timing below) and ends **24th February 2022.** <br><br> 1. [Online workshop](#) will be available for Foundation students on 5th February on how to register in courses online <br> 2. Check the **list of courses** you should register in (from page 13) and/or see your Academic Advisor. <br> 3. Check the **Class Schedule** on Self Service Banner (SSB) from 3th February 2022 <br> • Choose more than one option (CRN). <br> 4. **Plan** your timetable using the table on page 21. <br> 5. Check your account balance on SSB and **pay fees** (see Fee payment below). Fees are due before 2pm on 2 March 2022. | على جميع طلبة برامج التمهيدي والبكالوريوس تسجيل المقررات ذاتيًا عن طريق نظام الخدمة الذاتية SSB. التسجيل حسب البرنامج في الأوقات المحددة (كما هو مبين في الجدول ادناه) وينتهي بتاريخ 24 فبراير 2022. <br><br> 1. ستتاح [ورشة عبر الإنترنت](#) لطلبة التمهيدي بتاريخ 5 فبراير حول كيفية التسجيل المواد عن طريق نظام التسجيل. <br> 2. يجب التحقق من المقررات الدراسية التي يجب التسجيل بها لهذا الفصل الدراسي (كما هو مبين في صفحة 13) أو مقابلة المرشد الاكاديمي. <br> 3. التحقق من أوقات المقررات الدراسية عن طريق **Class Schedule** عبر برنامج الخدمة الذاتية SSB اعتبارًا من 3 فبراير 2022. <br> - اختيار أكثر من CRN واحد لكل مقرر حتى يكون هناك خيارات بديلة في حال كانت المجموعات الدراسية ممتلئة. <br> 4. تخطيط الجدول الدراسي باستخدام الجدول الموجود في صفحة 21. <br> 5. تأكد من رسوم التسجيل في (account balance) من خلال نظام الخدمة الذاتية SSB (كما هو مبين في فقرة الرسوم). أخر يوم لدفع الرسوم الدراسية قبل الساعة 2 ظهراً بتاريخ 2 مارس 2022. |

| 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. <br><br> Students can register up to 75 Credits IF: <br> • their programme structure requires it; <br> • they have a CGPA of 3 or higher, OR <br> • are eligible to graduate in that semester. <br> "[Application to Increase Semester Credits](#)" online form will be open from 4pm to 10pm on 13 to 21 February). 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. <br><br> يجب أن تتوافر الشروط التالية في الطلبة الراغبين في تسجيل 75 ساعة معتمدة: <br> • اذا كانت من متطلبات انهاء البرنامج. <br> • أن لا يقل المعدل التراكمي لا يقل عن 3 أو أكثر <br> • أن يكون مسجلاً في آخر فصل للتخرج. <br> يجب على الطلبة استكمال استمارة "[طلب زيادة الساعات المعتمدة للفصل الدراسي](#)" التي ستفتح من الساعة 4 عصراً الى 10 ليلاً بتاريخ 13 الى 21 فبراير. لا يوجد ضمان لوجود مقاعد شاغرة في المقررات في حالة تقديم الطلب متأخرًا. |

| Registration Notes | ملاحظات |
|---|---|
| • Programme Managers or Head of School advise if the tutors name is entered in Banner or not.<br>• Changes may be made to class timing and tutor as required by Faculty.<br>• Registration in a class is based on the class capacity. Seats are limited, see SSB.<br>• 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.<br>- التغييرات ممكن أن تطرأ على وقت المحاضرات أو أسماء المدرسين بحسب التغييرات المطلوبة من الكلية.<br>- التسجيل في المجموعات الدراسية بناءً على الطاقة الاستيعابية في الفصل الدراسي. عدد المقاعد محدود (انظر SSB).<br>- تحتفظ بوليتكنك البحرين بالحق في إلغاء تسجيل الطلبة من بعض المقررات ذات المقاعد المحدودة وغير المطلوبة في الخطة الدراسية. |
| **Fee Payment** | **دفع الرسوم الدراسية** |
| **Online Payment**<br>Students can pay their fees online starting from:<br>• Online payment will be open from 6 February at 9am until 2 March.<br>• ALL fees must be paid in full before 2 March 2022.<br>• From 3 March 2022, any unpaid course fees will result in the course registration being dropped. | **دفع الرسوم الكترونياً**<br>بإمكان الطلبة دفع الرسوم الدراسية الكترونيا بدا من:<br><br>- تاريخ 6 فبراير الساعة 9 صباحاً الى 2 مارس.<br><br>- يجب دفع الرسوم بالكامل قبل تاريخ 2 مارس 2022.<br><br>- اعتبارًا من تاريخ 3 مارس 2022، سيتم حذف المقررات المسجلة للطلبة الذين لم يستكملوا إجراءات الدفع. |
| **Scholarship students repeating courses are required to pay for those courses before the closing date**.<br>Check Scholarships Coordinator Heyam Juma Heyam.Juma@polytechnic.bh for more information. | على طلبة البعثات دفع رسوم المقررات الدراسية التي المعادة قبل التاريخ المحدد للدفع.<br>لمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح هيام جمعة<br>Heyam.Juma@polytechnic.bh |
| **For help or advise about fees**<br>See the **Student Services by sending email to**<br>Student.Services@polytechnic.bh<br>Howaida.Abdulla@polytechnic.bh<br> if you need any advice or help BEFORE fees are due. Normally no extensions for fee payment are given.<br>**Fee exemption**<br>Applications for fee exemption starting Semester 1, 2022-2023 will be announced during month of March. Please see the scholarships coordinator Heyam.Juma@polytechnic.bh for any further information. | **لطلب المساعدة أو النصيحة لدفع الرسوم**<br>على الطالب مراجعة وطلب مساعدة من دائرة الخدمات الطلابية عبر ارسال ايميل الى<br>Student.Services@polytechnic.bh<br>Howaida.Abdulla@polytechnic.bh<br><br>**الإعفاء من الرسوم الدراسية**<br>خلال شهر مارس سيتم الاعلان عن فترة التقديم للإعفاء من دفع رسوم الفصل الدراسي الاول 2022-2023 شهر مارس. ولمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح Heyam.Juma@polytechnic.bh |
| **Student Information Centre** | **مركز معلومات الطلبة** |
| **Working Hours:** 9am to 2pm<br>**Email for inquires:** Registration@polytechnic.bh<br>**Contact numbers:** 17897471 | **ساعات العمل:** من 9 صباحاً حتى 2 ظهراً<br>**للاستفسار عبر البريد الإلكتروني:** Registration@polytechnic.bh<br>**ارقام الاتصال:** 17897471 |
| **ICT Services** | **خدمات تكنولوجيا المعلومات والاتصالات** |
| For any technical issues in SSB, Moodle or Polytechnic email<br>**Email:** ICT.Services@polytechnic.bh<br>**Contact numbers:** 17897111 | للمشاكل التقنية في نظام الخدمة الذاتية، المودل والبريد الالكتروني الرجاء التواصل على<br>**البريد الإلكتروني:** ICT.Services@polytechnic.bh<br>**ارقام الاتصال:** 17897111 |

# Online Registration Starts (by programme) التسجيل بحسب التخصص

| Programme التخصص | Students الطلبة | Registration opens بدأالتسجيل |
|---|---|---|
| **Web Media and Visual Design** | All students | Sunday, 6 February 2022 at 9.00am |
| **Business** | Working Students<br>Students with long term illness | Sunday, 6 February 2022 at 10.00am |
| | Earned Credits 345 to 540 | Monday, 7 February 2022 at 9.00am |
| | Earned Credits 300 to 340 | Monday, 7 February 2022 at 10.00am |
| | Earned Credits 220 to 295 | Monday, 7 February 2022 at 11.00am |
| | Earned Credits 110 to 215 | Monday, 7 February 2022 at 12.00pm |
| | Earned Credits 0 to 105 | Monday, 7 February 2022 at 1.00pm |
| **Logistics** | Working Students<br>Students with long term illness | Sunday, 6 February 2022 at 10.00am |
| | Earned Credits 360 and more | Tuesday, 8 February 2022 at 9.00am |
| | Earned Credits 245 and more | Tuesday, 8 February 2022 at 10.00am |
| | Earned Credits 120 and more | Tuesday, 8 February 2022 at 11.00am |
| | Earned Credits 45 and more | Tuesday, 8 February 2022 at 12.00pm |
| | Earned Credits 15 and more | Tuesday 8 February 2022 at 1.00pm |
| | All students | Tuesday, 8 February 2022 at 2.00pm |
| **Engineering** | Working Students<br>Students with long term illness | Sunday, 6 February 2022 at 10.00am |
| | Earned Credits 360 and more | Wednesday, 9 February 2022 at 9.00am |
| | Earned Credits 245 and more | Wednesday, 9 February 2022 at 10.00am |
| | Earned Credits 120 and more | Wednesday, 9 February 2022 at 11.00am |
| | Earned Credits 45 and more | Wednesday, 9 February 2022 at 12.00pm |
| | All students | Wednesday, 9 February 2022 at 1.00pm |
| **ICT** | Working Students<br>Students with long term illness | Sunday, 6 February 2022 at 10.00am |
| | Earned Credits 200 and more | Thursday, 10 February 2022 at 9.00am |
| | All students | Thursday, 10 February 2022 at 10.00am |
| **\* Note: 10 February** Student Information Centre & Registry will **close** before **11am** due Bahrain Sport Day activates | | |
| **Foundation (CAP)** | All students | Sunday, 13 February 2022 at 9.00am |
| **Electives & National Requirements** | Earned Credits 300 and more | Sunday, 13 February 2022 at 11.00am |
| | All Degree students | Monday, 14 February 2022 at 9.00am<br>**Note:** Online Registration will be close for all programmes from 8.00 to 8.59 am |
| | Foundation | Monday, 14 February 2022 at 12.00pm<br>**To Register only in National Requirements**<br>**Note:** Online Registration will be close for all programmes from 11.00 to 11.59 am |

| For Help! | للمساعدة |
|---|---|
| ➢ See your Academic Advisor.<br>➢ [Add/Drop form](#) will be open:<br>  - Time: 4pm to 10pm<br>  - Date: 13 to 21 February<br>➢ General enquires about regisration, please contact Registry from 9am to 2pm through:<br>  **Email:** [Registration@polytechnic.bh](mailto:Registration@polytechnic.bh)<br>  **Contact numbers:** 17897471 – 17897472<br>➢ Help is available by BPSC<br>https://moodle.polytechnic.bh/moodle/course/view.php?id=1038#section-1 | • الرجاء مراجعة المرشد الأكاديمي.<br>• [لستمارة الحذف والإضافة](#) ستفتح:<br>  - الوقت: 4 عصرا الى 10 ليلاً<br>  - التاريخ: 13 الى 21 فبراير<br>• للرد على الاستفسارات العامة عن التسجيل (حذف أو إضافة) يمكن مراجعة إدارة القبول والتسجيل من الساعة 9 صباحًا حتى 2 ظهرًا.عبر:<br>  **البريد الالكتروني:** [Registration@polytechnic.bh](mailto:Registration@polytechnic.bh)<br>  **ارقام الاتصال:** 17897472 – 17897471<br>• للمساعدة يمكنك التواصل مع مجلس الطلبة عبر<br>https://moodle.polytechnic.bh/moodle/course/view.php?id=1038#section-1 |

| Academic Advising | الإرشاد الأكاديمي |
|---|---|
| Academic Advising is available for all students to discuss their progress and courses to enrol in.<br>Students with any questions, those who <u>failed courses</u>, those allowed to continue on Academic Probation and for those who are expected to graduate **must** meet their Academic Advisors as below.<br>**Note: Please email your Academic Advisors below for an appointment.** | الإرشاد الأكاديمي متوافر لجميع الطلاب لمناقشة تقدمهم الأكاديمي والمقررات المطلوب منهم التسجيل بها.<br>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.<br>**ملاحظة: يجب طلب موعد للاجتماع مع المرشد الأكاديمي في التواريخ والأوقات المبينة في الجدول أدناه من خلال إرسال بريد إلكتروني إلى المرشد.** |

| Faculty | Major | Date | Time | Academic Advisors | Email |
|---|---|---|---|---|---|
| Foundation & electives | | | | Maitham AlMuharraqi (English)<br>Mona Abdulla (Math) | Maitham.AlMuharraqi@polytechnic.bh<br><br>Mona.Abdulla@polytechnic.bh |
| Business | BBS8000 Year 1 & 2 | | | Kubra Edhrabooh | Kubra.Edhrabooh@polytechnic.bh |
| | BBS8040 ACCT & | | | Sana Al Amri<br>Kubra Edhrabooh<br>Fatema Murad<br>Dr Fatima Al Jalahma | Sana.Alamri@polytechnic.bh<br>Kubra.Edhrabooh@polytechnic.bh<br>fatema.murad@polytechnic.bh<br>fatima.aljalahma@polytechnic.bh |
| | BBS8030 BAFI | | | Wafa Salman<br>Dr Ghassan Alsoud | Wafa.Salman@polytechnic.bh<br>Ghassan.Alsoud@polytechnic.bh |
| | BBS8010 MKTG | | | Philip Cragg<br>Amir Zaidan<br>Darren Morris<br>Dr Philippe Vande Wiele<br>Tijjay Mitchell | Philip.Cragg@polytechnic.bh<br>Amir.Zaidan@polytechnic.bh<br>Darren.Morris@polytechnic.bh<br>Philippe.VandeWiele@polytechnic.bh<br>Tijjay.Mitchell@polytechnic.bh |
| | BBS8020 MNGT | 13– 17 Feb | 10.00 –2.00 PM | Sinead Moriarty | Sinead.AnneMoriarty@polytechnic.bh |
| | HRM BBS8070 | | | Ameera Alhejair | Ameera.Alhejair@polytechnic.bh |
| | Double Major BBS8090 | | | Relevant Major Advisers listed above | |
| Logistic | - | | | Dr Wesley Lee (HOS BILM)<br>Eman Askar (PM BILM) | Wesley.Lee@polytechnic.bh<br><br>Eman.Askar@polytechnic.bh |
| Business & Logistic | English | | | Hassan AlShaikh | Hassan.AlShaikh@polytechnic.bh |
| EDICT | Visual Design | | | Ruqaya Ahmed | Ruqaya.Ahmed@polytechnic.bh |
| EDICT | Web Media | | | Owen Gallagher | Owen.Gallagher@polytechnic.bh |
| EDICT IT | Year 1 & 2 | | | | Anyone of the BICT PMs |
| | DASY | | | Ancy Cheriyan | Ancy.Cheriyan@polytechnic.bh |
| | MNIS | | | Cyril Anthony | Cyril.Anthoni@polytechnic.bh |
| | NETW | | | Muhammad Ateeq | Muhammad.Ateeq@polytechnic.bh |
| | PROG | | | Osama Al Abedallat | Osama.AlAbedallat@polytechnic.bh |
| Engineering | Common First Year | | | Payal Modi &<br>Adel Aawan | Payal.Modi@polytechnic.bh<br>Adel.Aawan@polytechnic.bh |
| | Mechanical | | | Adel Aawan | Adel.Aawan@polytechnic.bh |
| | Electronics | | | Dr Mohamed Aljerjawi | Mohamed.Aljerjawi@polytechnic.bh |
| | Electrical | | | Dr Zakareya Hasan | zakareya.hasan@polytechnic.bh |
| EDICT | English | | | Dr Fatima Wali | Fatima.Wali@polytechnic.bh |

# Study Plan: Degree courses by Programme for Semester 2, 2021-2022
## المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الثاني من العام الأكاديمي 2021 - 2022

Notes:

The following information was provided by Faculty. If you have any questions, please email your Programme Manager or Academic Advisor.

Pre-requisites for some courses have been changed; check **Class Schedule** in SSB for more details.
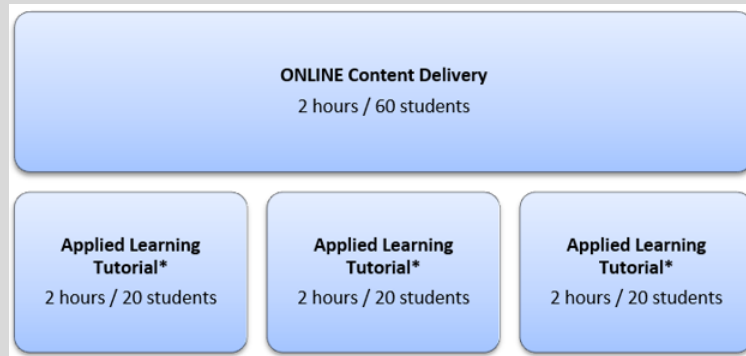
*Linked courses - you must follow the instructions on SSB

## Logistic Study Plan

| Bachelor of International Logistics Management (ILM8000 / IL701) | | | |
|---|---|---|---|
| **Year 1 - Semester 1** | | **Year 1 - Semester 2** | |
| BU6010 | Management Information Systems | TL6302 | Intro to Supply Chains & Procurement+ |
| TL6000 | International Transport Geography | TL6303 | Humanitarian Aid & Disaster Relief Logistics |
| TL6300 | Managing in the T&L Environment+ | TL6001 | Freight & Warehouse Operations+ |
| EL5001 | Introduction to English Communication (BILM) | EL5002 | Introduction to English Communication 2 (BILM) |
| Elective** | 15 credits elective or NRCs | Elective** | 15 credits elective or NRCs |
| **Year 2 - Semester 1** | | **Year 2 - Semester 2** | |
| BU7003 | Business Law *(New offering)* | BU6005 | Intro to Accounting |
| EL6003* | English Skills A *(Offered in both Sem1 and 2)* | TL7202* | Maritime Shipping Systems and Practices |
| - | BILM Option / Other Elective / NRC | EL6403* | Speaking Skills for Interviews (5 credits) |
| - | BILM Option / Other Elective | - | BILM Option / Other Elective / NRC |
| - | - | - | BILM Option / Other Elective |
| **Year 3 - Semester 1** | | **Year 3 - Semester 2** | |
| - | BILM Option / Other Elective / NRC | TL7009* | Research Methods for Logistics |
| - | BILM Option / Other Elective | - | BILM Option / Other Elective / NRC |
| - | BILM Option / Other Elective | - | BILM Option / Other Elective |
| - | BILM Option / Other Elective | - | BILM Option / Other Elective |
| **Year 4 - Semester 1** | | **Year 4 - Semester 2** | |
| TL8002* | Transport and Energy | TL8501* | Industry-Based Project |
| TL8003* | Transport Communications | | |
| TL8303* | Urban Public Transport *(New offering)* | | |
| - | BILM Option / Other Elective | | |
| **ILM8000 (IL701) Options** | | | |
| TL7003* | Logistics Operations Management+ | | |
| TL7201* | International Air Cargo | | |
| TL7301* | Inventory and Warehouse Management+ | | |
| TL7302* | Strategic Supply Chains and Retail Logistics+ | | |
| TL7300* | Passenger Transport Management+ | | |
| **TL8405*** | **Airport Management** *(Enrolment restricted to 2018 students only)* | | |

- Pre-requisites apply for courses marked with *, check SSB for details
- Courses mark with an + contain an <u>external</u> exam (or exams)
- **Register in elective or national requirements courses if Logistic courses are full

**Important**:
- BILM students can take either TL7001 International Transport Law or <u>BU7003 Business Law</u> (pending approval)

<span style="color:red">Students who have already passed TL7001 will NOT be able to take BU7003</span>
- TL7303 Urban Public Transport is now a **level 8** course - TL**8**303.
   <span style="color:red">Students who have already passed TL7303 will NOT be able to take TL8303</span>
- TL8405 Airport Management is a new BILM option. All 2018+ students must take additional Level 8 courses as part of the completion requirements and initial registration into this course will be restricted to those students. Students who need to take TL7200 next semester in order to graduate, will be able to take this course instead.

- The above is a guide only. In Semester 2 2020-21 **ALL** the above courses will be offered (except TL7001 and TL7200).
- Students must **NOT** skip English courses to avoid delaying their expected graduation date.
- All students are strongly encouraged to **re-take** any courses that they have previously failed (or failed to complete).
- BILM students will have access to <u>BU6005 Accounting</u> courses in Semester 2. This course is NOT offered to BILM students in Semester 1.
- It is the students' responsibility to manage their National Requirement courses and Elective credits. They should follow the academic advice given to them and take these courses when they are offered. <u>Leaving these courses to the end of your studies can delay your graduation</u>.

- **All** BILM (TL) courses will be delivered differently next semester. Students will have to register into **two** CRNs per course; one CRN for the <u>content-delivery session</u> (max. 60 students) and one CRN for the <u>workshop</u> (max. 20 students):

**ONLINE Content Delivery**
2 hours / 60 students

**Applied Learning Tutorial\***
2 hours / 20 students

**Applied Learning Tutorial\***
2 hours / 20 students

**Applied Learning Tutorial\***
2 hours / 20 students

- **Please note, we are expecting to continue with online delivery next semester due to the ongoing COVID-19 crisis. However, if/when you are allowed to return to campus, then the 'Applied Learning Tutorials' can be delivered face-to-face in classrooms. The Content Delivery sessions will remain ONLINE regardless.**

## IT Study Plan

| Bachelor of Information and Communications Technology (IT701 & ICT8000) | | | |
|---|---|---|---|
| **Year 1 -  Semester 2** | | | |
| IT6005 | Database Systems 1 | | |
| IT6003 | Networks and Data Communications 1 | | |
| IT6008 | Computer Programming 1 | | |
| EL5005 Or EL5006 | Reading and Writing English for EDICT or Speaking and Listening English for EDICT | | |
| **Year 2 - Semester 2** | | | |
| IT7003* | Networks and Data Communications 2 | IT7004* | Operating Systems and Platforms |
| IT7005* | Database Systems 2 | EL6002 | English for EDICT 4 |
| IT7008* | Computer Programming 2 | | |
| **Year 3 - Semester 2** | | | |
| IT8415* | Database Programming 2 | | |
| IT8416* | Data Mining | | |
| IT8101* | Games Programming | | |
| IT8118* | Advanced Programming | | |
| IT8202* | Infrastructure for eCommerce | | |
| IT8213* | Data Centre Management | | |
| IT8212* | Cloud Computing | | |
| IT8323* | Advanced Networking | | |
| IT8313* | Wireless Communication | | |
| **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) |
| | | IT8098* | IT Research Project |
| | | IT8097* | Entrepreneurship Lean Start Up |
| **Important**:  Pre-requisites apply for courses marked with  *, check SSB for details | | | |

# Important Information for IT Students

معلومات هامة لطلبة تقنية المعلومات

**Foundation Students transferred to degree**

Student may register for **one** of the ICT Core Courses listed below. **Please do not register for more than one course from this list**, as otherwise you will be dropped from registration.

**Year 1 Registration**

Students should choose **one** only of the below streams for the registration. **You should not mix classes from different streams** as in that case you will be dropped from all registered courses.

| Stream 1 | Stream 2 |
|----------|----------|
| IT6003.001 | IT6003.002 |
| IT6005.001 | IT6005.002 |
| IT6008.001 | IT6008.002 |
| **Stream 3** | **Stream 4** |
| IT6003.003 | IT6003.004 |
| IT6005.003 | IT6005.004 |
| IT6008.003 | IT6008.004 |
| **Stream 5** | **Stream 6** |
| IT6003.005 | IT6003.006 |
| IT6005.005 | IT6005.006 |
| IT6008.005 | IT6008.006 |

**Year 2 Registration**

Year 2 courses will be restricted by Major in the first week of registration (Major restriction will be lifted on 16th Feb)

- IT7005, IT7008: Only DASY and PROG Majors allowed to register
- IT7003, IT7004: Only MIS and NETW Majors allowed to register

Students should register for courses according to their selected Major. Choose **one** only of the below streams for the registration. **You should not mix classes from different streams** otherwise you will be dropped from all registered courses.

| Stream 1 | Stream 2 |
|----------|----------|
| IT7005.001 | IT7005.002 |
| IT7008.001 | IT7008.002 |
| IT7003.001 | IT7003.002 |
| IT7004.001 | IT7004.002 |
| **Stream 3** | |
| IT7005.003 | |
| IT7008.003 | |
| IT7003.003 | |
| IT7004.003 | |

**Year 3 Registration**

Year 3 courses are open only for students in the majors that the courses are part of.

## Visual Design Study Plan

| Bachelor of Visual Design (BD701 & DES8000) | | | |
|---|---|---|---|
| **Year 1 - Semester 2** | | **Year 2 - Semester 2** | |
| VC6101 | Visual Design II: Typography | VC7201 | Visual Design IV: Branding and Branding Methods |
| VC6103 | Computer Practical II: Layout Principles and Graphic Design | VC7203 | Computer Practical IV: Digital Type & Type in Motion |
| VC6901 | Digital Photography Basics | EL6002 | English for EDICT 4 |
| EL5005 Or EL5006 | Reading and Writing English for EDICT or Speaking and Listening English for EDICT | NRCs/Elect | 15 credits elective or NRCs |
| **Year 3 - Semester 2** | | **Year 4 - Semester 2** | |
| | **Studio Option** | VC8301 | Visual Design 6: Portfolio Preparation and Design |
| NRCs/Elect | 15 credits elective or NRCs | VC8409 | Degree Project Implementation |
| NRCs/Elect | 15 credits elective or NRCs | NRCs/Elect | 15 credits elective or NRCs |
| **Studio Options** | | | |
| VC7906 | Digital Design for the Web | VC7205 | Animation Design |
| VC7908 | Package Design | | |
| VC7203 | Type Design | | |

# Business Study Plan



| BBS8010 Bachelor of Business (Marketing) | | | |
|---|---|---|---|
| **Year 1 - Semester 1 & 2** | | | |
| | **Course Code** | Previous Code | **Course Name** |
| | BU6001 | *BSB5001* | Introduction to Marketing |
| | BU6004 | *BSB5004* | Introduction to Management |
| **Select 3 courses only** | BU6005 | *BSB5005* | Introduction to Accounting |
| | BU6006 | *BSB5006* | Quantitative Business Methods |
| | BU6007 | *BSB5007* | Introduction to Economics |
| | BU6008 | *BSB5008* | Applied Communication |
| | BU6010 | *BSB5010* | Management Information Systems |
| EL5001 (semester 1) | | *ELB4902* | Introduction to English Communication (for BBUS & BILM) |
| EL5002 (semester 2) | | *ELB4902* | English Communication for Research, Reading and Writing in the Disciplines |

| 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* | *EL6901* | English Skills A | EL6401*/ EL6402*/ EL4603* | *EL6902/ EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

| Year 3 - Semester 1 | | | Year 3 - Semester 2 | | |
|---|---|---|---|---|---|
| **Course Code** | Previous Code | ***Course Name*** | **Course Code** | Previous Code | **Course Name** |
| BU7101* | *BSB6101* | **Not being offered in S2 2020-21** | BU6012 | *BSB5012* | Project Management |
| BU7102* | *BSB6102* | **Not being offered in S2 2020-21** | BU7100* | *BSB6100* | **Services Marketing** |
| BU7103* | *BSB6103* | **Digital Marketing** | BU7104* | *BSB6104* | **Not being offered in S2 2020-21** |
| NRCs/Elect | | National Requirements/ Elective | BU8103* | *BSB7103* | **Brand Management** |
| | | | BU8104* | *BSB7104* | **Not being offered in S2 2020-21** |
| EL6401*/ EL6402*/ EL4603* | *EL6902/EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) | EL6401*/ EL6402*/ EL4603* | *EL6902/ EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

| Year 4- Semester 1 | | | Year 4 - Semester 2 | | |
|---|---|---|---|---|---|
| **Course Code** | Previous Code | ***Course Name*** | **Course Code** | Previous Code | **Course Name** |
| BU7104 | *BSB6104* | **Not being offered in S2 2020-21** | **BU8199*** | *BSB7099* | **Industry Project: Marketing** |
| BU8100* | *BSB7100* | **Not being offered in S2 2020-21** | | | |
| BU8101* | *BSB7101* | **Marketing Management** | **BU8198*** | | **Industry Project: Enterprise & Marketing (TBC)** |
| BU8102* | *BSB7102* | **Marketing Planning** | | | |
| BU8105* | | **Social Media Marketing Strategy** | | | |
| NRCs/Elect | | National Requirements/ Elective | **BU8197*** | | **Industry Project: Enterprise (TBC)** |
| **Important**: Pre-requisites apply for courses marked with *, check SSB for details | | | | | |

## BBS8020  Bachelor of Business (Management)

### Year 1 - Semester 1 & 2

| | Course Code | Previous Code | Course Name |
|---|---|---|---|
| | BU6001 | *BSB5001* | Introduction to Marketing |
| | BU6004 | *BSB5004* | Introduction to Management |
| **Select 3 courses only** | BU6005 | *BSB5005* | Introduction to Accounting |
| | BU6006 | *BSB5006* | Quantitative Business Methods |
| | BU6007 | *BSB5007* | Introduction to Economics |
| | BU6008 | *BSB5008* | Applied Communication |
| | BU6010 | *BSB5010* | Management Information Systems |
| EL5001 (semester 1) | | *ELB4902* | Introduction to English Communication  (for BBUS & BILM) |
| EL5002 (semester 2) | | *ELB4902* | English Communication for Research, Reading and Writing in the Disciplines |

### Year 2 - Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6009 | *BSB5009* | Introduction to Finance |
| BU6010 | *BSB5010* | Management Information Systems |
| NRCs/Elect | | National Requirements/ Elective |
| EL6003* | *EL6901* | English Skills A |

### Year 2 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6011 | *BSB5011* | Business Research Methods |
| BU7002* | *BSB6002* | Human Resource Management |
| BU7003 | *BSB6003* | Business Law |
| EL6401*/ EL6402*/ EL4603* | *EL6902/EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

### Year 3 - Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU7200* | *BSB6200* | Advanced Supervisory Management |
| BU7201* | *BSB6201* | Operations Management* "Course will be available if approved" |
| BU7202* | *BSB6202* | Organizational Behaviour |
| NRCs/Elect | | National Requirements/ Elective |
| BU8204 | | Contemporary Management |
| EL6401*/ EL6402*/ EL4603* | *EL6902/EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

### Year 3 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6012 | *BSB5012* | Project Management |
| BU7202* | *BSB6202* | **Not being offered in S2 2021-22** |
| BU7203* | *BSB6203* | Leadership |
| BU7204* | *NA* | **Not being offered in S2 2021-22** |
| BU7205* | *NA* | New Ventures |
| BU8200* | *BSB7200* | International Business |
| TL8302* | *NA* | **Not being offered in S2 2021-22** |
| NRCs/Elect | | National Requirements/ Elective |
| EL6401*/ EL6402*/ EL4603* | *EL6902/EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

### Year 4 - Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU7203* | *BSB6203* | Leadership |
| BU8202* | *BSB7202* | **Strategic Management** |
| BU8203* | *BSB7203* | **Enterprise Development** |
| BU8204* | *BSB7204* | Contemporary Management |
| NRCs/Elect | | National Requirements/ Elective |

### Year 4 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU8099* | *BSB7099* | Industry Project |
| BU8099* | *BSB7099* | |

**Important**: Pre-requisites apply for courses marked with  *, check SSB for details

## BBS8030 Bachelor of Business (Banking & Finance)

### Year 1 - Semester 1 & 2

| | Course Code | Previous Code | Course Name |
|---|---|---|---|
| **Select 3 courses only** | BU6001 | BSB5001 | Introduction to Marketing |
| | BU6004 | BSB5004 | Introduction to Management |
| | BU6005 | BSB5005 | Introduction to Accounting |
| | BU6006 | BSB5006 | Quantitative Business Methods |
| | BU6007 | BSB5007 | Introduction to Economics |
| | BU6008 | BSB5008 | Applied Communication |
| | BU6010 | BSB5010 | Management Information Systems |
| EL5001 (semester 1) EL5002 (semester 2) | ELB4902 ELB4902 | | Introduction to English Communication (for BBUS & BILM) English Communication for Research, Reading and Writing in the Disciplines |

### Year 2 - Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6009 | BSB5009 | Introduction to Finance |
| BU6010 | BSB5010 | Management Information Systems |
| NRCs/Elect | | National Requirements/ Elective |
| EL6003* | EL6901 | English Skills A |

### Year 2 - Semester 2

| Course Code | Previous Code | Course Name | |
|---|---|---|---|
| BU6011 | BSB5011 | Business Research Methods | |
| BU7002* | BSB6002 | Human Resource Management | |
| BU7003 | BSB6003 | Business Law | |
| EL6401*/ EL6402*/ EL4603* | EL6902/EL6004 | One of the following: Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) | |

### Year 3 - Semester 1

| Course Code | Previous Code | Course Name | |
|---|---|---|---|
| BU7300* | *BSB6301* | Corporate Finance – **Core Course** | |
| BU7301* | *BSB6302* | Money and Banking | **Select one course only** |
| BU7305* | *none* | Financial Markets and Institutions | |
| NRCs/Elective | | National Requirements/ Elective | |
| EL6401*/ EL6402*/ EL4603* | *EL6902/EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) | |

### Year 3 - Semester 2

| Course Code | Previous Code | Course Name | |
|---|---|---|---|
| BU6012 | *BSB5012* | Project Management | |
| BU8300 | *BSB7300* | Financial Risk Management | **Select two courses level 8 only** |
| BU8302 | *BSB7302* | International Finance | |
| BU8305 | *none* | Behavioural Finance | |
| NRCs/Elective | | National Requirements/ Elective | |
| EL6401*/ EL6402*/ EL4603* | *EL6902 /EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) | |

### Year 4- Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU7301* | *BSB6301* | Money and Banking |
| BU8302* | *BU7302* | International Finance |
| BU8305 | | Behavioural Finance |
| NRCs/Elective | | National Requirements/ Elective |

### Year 4 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU8099* | *BSB7099* | Industry Project |

**Important**: Pre-requisites apply for courses marked with *, check SSB for details

# BBS8040 Bachelor of Business (Accounting)

## Year 1 - Semester 1 & 2

| | Course Code | Previous Code | Course Name |
|---|---|---|---|
| **Select 3 courses only** | BU6001 | *BSB5001* | Introduction to Marketing |
| | BU6004 | *BSB5004* | Introduction to Management |
| | BU6005 | *BSB5005* | Introduction to Accounting |
| | BU6006 | *BSB5006* | Quantitative Business Methods |
| | BU6007 | *BSB5007* | Introduction to Economics |
| | BU6008 | *BSB5008* | Applied Communication |
| | BU6010 | *BSB5010* | Management Information Systems |
| EL5001 (semester 1) EL5002 (semester 2) | | *ELB4902* *ELB4902* | Introduction to English Communication (for BBUS & BILM) English Communication for Research, Reading and Writing in the Disciplines |

## Year 2 - Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6009 | *BSB5009* | Introduction to Finance |
| BU6010 | *BSB5010* | Management Information Systems |
| NRCs/Elect | | National Requirements/ Elective |
| EL6003* | *EL6901* | English Skills A |

## Year 2 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6011 | *BSB5011* | Business Research Methods |
| BU7002* | *BSB6002* | Human Resource Management |
| BU7003 | *BSB6003* | Business Law |
| EL6401*/ EL6402*/ EL4603* | *EL6902/EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

## Year 3 - Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU7400* | *BSB6400* | Financial Accounting II |
| BU7403* | *BSB6403* | Cost Accounting |
| BU7402* | | Accounting Systems |
| NRCs/Elect | | National Requirements/ Elective |
| EL6401*/ EL6402*/ EL4603* | *EL6902/EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

## Year 3 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6012 | *BSB5012* | Project Management |
| BU8402* | *BSB7402* | Financial Reporting |
| BU7401* | | Management Accounting |
| NRCs/Elect | | National Requirements/ Elective |
| EL6401*/ EL6402*/ EL4603* | *EL6902/EL6004* | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

## Year 4- Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU8403* | | Financial Management |
| BU8400* | *BSB7400* | Auditing |
| BU8401* | *BSB7401* | Taxation |
| NRCs/Elect | | National Requirements/Elective |

## Year 4 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU8099* | *BSB7099* | Industry Project |

**Important**: Pre-requisites apply for courses marked with *, check SSB for details.
Students can take BU8402 and BU8400 together in the same semester but should not take BU8400 alone before BU8402.

# BBS8070 Bachelor of Business (HRM)

## Year 1 - Semester 1 & 2

| | Course Code | Previous Code | Course Name |
|---|---|---|---|
| | BU6001 | BSB5001 | Introduction to Marketing |
| | BU6004 | BSB5004 | Introduction to Management |
| **Select 3 courses only** | BU6005 | BSB5005 | Introduction to Accounting |
| | BU6006 | BSB5006 | Quantitative Business Methods |
| | BU6007 | BSB5007 | Introduction to Economics |
| | BU6008 | BSB5008 | Applied Communication |
| | BU6010 | BSB5010 | Management Information Systems |
| EL5001 (semester 1) | | ELB4902 | Introduction to English Communication (for BBUS & BILM) |
| EL5002 (semester 2) | | ELB4902 | English Communication for Research, Reading and Writing in the Disciplines |

## Year 2 - Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6009 | BSB5009 | Introduction to Finance |
| BU6010 | BSB5010 | Management Information Systems |
| NRCs/Elect | | National Requirements/ Elective |
| EL6003* | EL6901 | English Skills A |

## Year 2 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6011 | BSB5011 | Business Research Methods |
| BU7002* | BSB6002 | Human Resource Management |
| BU7003 | BSB6003 | Business Law |
| EL6401*/ EL6402*/ EL4603* | EL6902/EL6004 | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

## Year 3 - Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU7203* | BSB6203 | Leadership |
| BU7700* | | Resourcing & Talent Management |
| BU7701* | | Employee Relations |
| NRCs/Elect | | National Requirements/ Elective |
| EL6401*/ EL6402*/ EL4603* | EL6902/EL6004 | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

## Year 3 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU6012 | BSB5012 | Project Management |
| BU8700* | | Learning & Talent Development |
| BU8703 | | Performance Management |
| NRCs/Elect | | National Requirements/ Elective |
| EL6401*/ EL6402*/ EL4603* | EL6902/EL6004 | **One of the following:** Skills for Academic Writing (5 credits) Research Skills (5 credits) Speaking Skills for Interviews (5 credits) |

## Year 4- Semester 1

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU7702* | | International HRM |
| BU8701* | | Compensation & Rewards Management |
| BU8702* | | Strategic HRM |
| NRCs/Elect | | National Requirements/ Elective |

## Year 4 - Semester 2

| Course Code | Previous Code | Course Name |
|---|---|---|
| BU8099 | BSB7099 | Industry Project |

**Important**: Pre-requisites apply for courses marked with *, check SSB for details.

# Web Media Study Plan

| Bachelor of Web Media (BWM8000) | | | |
|---|---|---|---|
| **Year 1 - Semester 2** | | **Year 2 - Semester 2** | |
| WM6004 | Website Authoring 2 | WM7001 | Mobile Web Development |
| WM6005 | Internet & Multimedia Technology 2 | WM7002 | 3D Modeling & Animation |
| WM6009 | Introduction to eMarketing and Social Media | NRCs/Elect | National Requirements/ Elective |
| EL5005 Or EL5006 | Reading and Writing English for EDICT Or Speaking and Listening English for EDICT | EL6002 | English for EDICT 4 |
| **Year 3 - Semester 2** | | **Year 4 - Semester 2** | |
| WM7007 | Web Marketing | WM8003 | eBusiness |
| WM8001 | Audio & Video 2 (Advanced) | WM8008 | Cooperative Learning Project (30 credits) |
| WM8002 | Web Programming 2 | NRCs/Elect | National Requirements/ Elective |
| NRCs/Elect | National Requirements/ Elective | NRCs/Elect | National Requirements/ Elective |
| **Additional Courses Offered in S2 2020-2021 (open to all Polytechnic students to register)** | | | |
| WM6003 | Web Design | | |
| WM6002 | Internet & Multimedia Technology 1 | | |
| WM6008 | Strategic Web Communication | | |
| WM6011 | Digital Animation | | |
| WM6012 | Digital Publishing | | |
| WM6013 | Stop Motion Production | | |
| WM7009 | Storyboarding | | |

# Engineering Study Plan

| Bachelor of Engineering Technology (EN701 & ENT8000) | |
|---|---|
| **Year 1 - Semester 2** | |
| EL5005 Or EL5006 | Reading and Writing English for EDICT Or Speaking and Listening English for EDICT |
| EN6914 | Mathematics for Engineers 2 |
| EN6990 | Engineering Practice |
| EN6000 | Electrical Fundamentals |
| EN6903 | Mechanical fundamentals |
| EN6010 | Engineering Computing Fundamentals |
| EN6907 | Mathematics for Engineers 1 |

**Year 1 in Engineering is a common year between Mechanical, Electronics and Electrical Engineering.** All engineering students must undertake all courses during the first semesters of their studies in the degree.

Year 1 Semester 2: students are required to enrol in 60 credits per semester:

- English: ALL Students are required to enrol in **EL5005 or EL5006** (Unless exempted by English department), repeating students must take advice from English department.
- All students who passed **EN6907** are required to enrol in **EN6914.**
- All students who failed **EN6907** are required to enrol in **EN6907** again this semester and **NOT in EN6914**
- Students can choose to enrol in **EN6990 or EN6903** in semester 2, these courses will run in both semester 1 and semester 2.
- Students can choose to enrol in **EN6000 or EN6010** in semester 2, these courses will run in both semester 1 and semester 2.
- Repeating students **MUST** give priority to enrol in courses they have failed.
- If you are a foundation transfer students, give priority to enrol in **EN6907**

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

| Year 2 - Semester 1 | | Year 2 - Semester 2 | |
|---|---|---|---|
| | | EL6002 | English for EDICT 4 |
| | | | Enrol in 3 courses from your Major as per below |
| **Mechanical Major (ENT8020)** | | **Mechanical Major (ENT8020)** | |
| **Not offered** | | EN7908 | Manufacture, Environment & Control |
| | | EN6107 | Material Science |
| | | EN7919 | Thermodynamics |
| **Electronics Major (ENT8031)** | | **Electronics Major (ENT8031)** | |
| **Not offered** | | EN6020 | Digital Devices and Systems |
| | | EN7230 | Instrumentation and Control |
| **Year 3 - Semester 1** | | **Year 3 - Semester 2** | |
| **Mechanical Major (ENT8020)** | | **Mechanical Major (ENT8020)** | |
| **Not offered** | | EN7924 | Mechanical Project 2 |
| | | EN8924 | Quality, and Reliability Engineering |
| **Electronics Major (ENT8031)** | | **Electronics Major (ENT8031)** | |
| **Not offered** | | EN7035 | PLC Programming and Applications |
| | | EN8072 | Electronics Prototype Design |
| **Electrical Major (ENT8040)** | | **Electrical Major (ENT8040)** | |
| **Not offered** | | EN8151 | Low Voltage Electrical Systems |

| Year 4 - Semester 1 | | Year 4 - Semester 2 |
|---|---|---|
| **Mechanical  Major (ENT8020)** | — see below | |
| **Mechanical  Major (ENT8020)** | **Mechanical  Major (ENT8020)** | |
| Not offered | EN8914 or EN8911 | Cooperative Learning Project or Engineering Research Project |
| | EN8913 | Project Proposal |
| | EN8912 | Applied Thermodynamics |
| | EN8905 | Energy, Environment, and Sustainability |
| **Electronics Major (ENT8031)** | **Electronics Major (ENT8030 and ENT8031)** | |
| Not offered | EN8904 | Co-operative Learning Project (Electronics  Engineering) |
| | EN8913 | Project Proposal |
| | EN8030 | Microcontrollers |
| | EN8060 | Telecommunications  networks |
| | EN8914 | Cooperative Learning Project (Electronics engineering) |
| | EN8905 | Energy, environment and sustainability |
| **Electrical  Major (ENT8040)** | **Electrical  Major (ENT8040)** | |
| Not offered | EN8904 | Co-operative Learning Project (Electrical Engineering) |
| | EN8905 | Energy, environment and sustainability |

## Important Information for Engineering معلومات هامة لطلبة الهندسة

### Streams for the Common 1st Year in Engineering

| Streams | Streams for the Common First Year in Engineering | | | |
|---|---|---|---|---|
| **1a** | EN6990.001 | EN6907.001 | EN6000.001 | Any English that fits |
| **1b** | EN6990.001 | EN6914.001 | EN6000.001 | Any English that fits |
| **1c** | EN6990.001 | EN6907.001 | EN6010.001 | Any English that fits |
| **1d** | EN6990.001 | EN6914.001 | EN6010.001 | Any English that fits |
| **1e** | EN6990.001 | EN6000.001 | EN6010.001 | Any English that fits |
| **2a** | EN6990.002 | EN6907.002 | EN6000.002 | Any English that fits |
| **2b** | EN6990.002 | EN6914.003 | EN6000.002 | Any English that fits |
| **2c** | EN6990.002 | EN6903.001 | EN6000.002 | Any English that fits |
| **2d** | EN6990.002 | EN6907.002 | EN6903.001 | Any English that fits |
| **2e** | EN6990.002 | EN6914.003 | EN6903.001 | Any English that fits |
| **3a** | EN6990.003 | EN6914.002 | EN6000.003 | Any English that fits |
| **3b** | EN6990.003 | EN6914.002 | EN6010.002 | Any English that fits |
| **3c** | EN6990.003 | EN6914.002 | EN6903.002 | Any English that fits |
| **3d** | EN6990.003 | EN6903.002 | EN6000.003 | Any English that fits |
| **3e** | EN6990.003 | EN6903.002 | EN6010.002 | Any English that fits |
| **3f** | EN6990.003 | EN6010.002 | EN6000.003 | Any English that fits |
| **3g** | EN6903.002 | EN6010.002 | EN6000.003 | Any English that fits |
| **4a** | EN6990.004 | EN6907.003 | EN6000.004 | Any English that fits |
| **4b** | EN6990.004 | EN6907.003 | EN6010.003 | Any English that fits |
| **4c** | EN6990.004 | EN6000.004 | EN6010.003 | Any English that fits |
| **4d** | EN6990.004 | EN6907.003 | EN6903.003 | Any English that fits |
| **4e** | EN6990.004 | EN6000.004 | EN6903.003 | Any English that fits |
| **4f** | EN6990.004 | EN6010.003 | EN6903.003 | Any English that fits |
| **5a** | EN6903.004 | EN6907.004 | EN6000.005 | Any English that fits |
| **5b** | EN6903.004 | EN6914.004 | EN6000.005 | Any English that fits |
| **5c** | EN6903.004 | EN6907.004 | EN6010.004 | Any English that fits |
| **5d** | EN6903.004 | EN6914.004 | EN6010.004 | Any English that fits |
| **5e** | EN6903.004 | EN6000.005 | EN6010.004 | Any English that fits |
| **6a** | EN6990.001 | EN6907.005 | EN6000.006 | Any English that fits |
| **6b** | EN6990.001 | EN6914.002 | EN6000.006 | Any English that fits |
| **6c** | EN6990.001 | EN6907.005 | EN6903.001 | Any English that fits |
| **6d** | EN6990.001 | EN6914.002 | EN6903.001 | Any English that fits |
| **6e** | EN6990.001 | EN6000.006 | EN6903.001 | Any English that fits |
| **6f** | EN6903.001 | EN6907.005 | EN6000.006 | Any English that fits |
| **6g** | EN6903.001 | EN6914.002 | EN6000.006 | Any English that fits |

## Streams for Mechanical Engineering Year 2, 3, and 4

Mechanical Engineering students must follow one of the streams below depending on their year of study

| | Streams for Year 2 in Mechanical Engineering | | | |
|---|---|---|---|---|
| 1 | EN7919.001 | EN6107.001 | EN7908.001 | Any English that fits |
| 2 | EN7919.002 | EN6107.002 | EN7908.002 | Any English that fits |
| 3 | EN7919.003 | EN6107.003 | EN7908.003 | Any English that fits |
| 4 | EN7919.004 | EN6107.004 | EN7908.004 | Any English that fits |
| 5 | EN7919.005 | EN6107.005 | EN7908.005 | Any English that fits |

| | Streams for Year 3 in Mechanical Engineering | | |
|---|---|---|---|
| 1 | EN7924.001 | EN8924.001 | Any Elective if required |
| 2 | EN7924.002 | EN8924.002 | Any Elective if required |
| 3 | EN7924.003 | EN8924.003 | Any Elective if required |

| | Streams for Year 4 in Mechanical Engineering | | |
|---|---|---|---|
| 1 | EN8912.001 | EN8914.001 | Any Elective if required and/or EN8905.001 |
| 2 | EN8912.002 | EN8914.001 | Any Elective if required and/or EN8905.001 |
| 3 | EN8912.003 | EN8914.001 | Any Elective if required and/or EN8905.001 |
| 4 | EN8912.004 | EN8914.001 | Any Elective if required and/or EN8905.001 |

## Streams for Electronics/Electrical Engineering Years 2, 3, and 4

| | Streams for Year 2 in Electronics/Electrical Engineering | | | |
|---|---|---|---|---|
| 1 | EN6020.001 | EN7230.001 | Any Elective | Any English |
| 2 | EN6020.002 | EN7230.002 | Any Elective | Any English |

| | Streams for Year 3 in Electronics/Electrical Engineering | | | |
|---|---|---|---|---|
| 1 | EN7035.001/2 | EN8072.001 | EN8151.001 | |
| 2 | EN7035.001/2 | EN8072.001 | Any Elective | |
| 3 | EN7035.001/2 | EN8060.001 | Any Elective | |
| 4 | EN7035.001/2 | EN8060.001 | EN8030.001 | |
| 5 | EN8072.001 | EN8060.001 | EN8030.001 | |

# Exam Schedule for the School of Engineering 202102

| Date | | 10:00-12:00 | 13:00-15:00 |
|---|---|---|---|
| **Sunday** | **19.06.2022** | EN6914<br>EN6020 | EN7919<br>EN7920 |
| **Monday** | **20.06.2022** | EN6903<br>EN7908 | EN8912<br>EN8924 |
| **Tuesday** | **21.06.2022** | EN6907<br>EN8905 | EN8151<br>EN7035 |
| **Wednesday** | **22.06.2022** | EN6010 | EN8072 |
| **Thursday** | **23.06.2022** | EN6000 | |

## Electives Offers

| General Electives | | | | | |
|---|---|---|---|---|---|
| **Degree Students Only** | | | | | |
| **Code** | **Course Title** | **Credits** | **Code** | **Course Title** | **Credits** |
| GS5105** | Korean Language | 15 | GS6205** | Thinking Outside the Box (Level 6) | 15 |
| GS6203** | Market Yourself (Level 6) | 15 | GS6507** | Debate and Public Speaking (Level 6) | 15 |
| WM6003* | Web Design 1 | 15 | WM6002* | Internet & Multimedia Technology 1 | 15 |
| WM6008* | Web Communication | 15 | WM6012* | Digital Publishing | 15 |
| WM6011* | Digital Animation | 15 | WM6013* | Stop Motion Production | 15 |
| WM7009* | Storyboarding | 15 | | | |
| **National Requirements** | | | | | |
| GS5103** | Modern Economic History of Bahrain | 5 | GS5102** | Human Rights - Labour Rights | 5 |
| GS5104** | Arabic Language | 5 | GS3104** | Introductory Arabic⁺ | 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
- ⁺This course is meant for non-native speakers of Arabic. You can enrol on this course through application only. Kindly refer to Mona Abdulla mona.abdulla@polytechnic.bh
- * Priority will be given to degree students to enrol in the couses online as electives on Monday, 14 Feb 2022 depending on the avalibity of steats.
  ** Registration will start on Sunday, 13 Feb 2022 at 11.00am to students with earend credits 300 and more, then it will be open to all degree on Monday 14 Feb. **National requriments courses will be open Foundation students on Monday 14 Feb**

# Foundation required courses

المقررات الدراسية المطروحة لطلبة البرنامج التمهيدي

Foundation students can select courses from one of the groups below and MUST only register in the sections offered in the group to avoid conflicts:

على طلبة التمهيدي اختيار المقررات من احد الجداول ادناه والتسجيل في الفصول المحددة في الجدول لضمان عدم حدوث اي تعارض في تسجيل المقررات.

| Course/ Stream | Stream 1 | Stream 2 | Stream 3 | Stream 4 (afternoon) |
|---|---|---|---|---|
| AP3201 English 1 | 1 | | | 3 |
| AP4203 English 2 | 1,2 | 3,4 | 5,6 | 7,8 |
| AP3101 Math 1 | 1 | | | |
| AP4101 Math 2 (General) | 1,2 | 3,6 | 4,7 | 5 |
| AP4102 Math 2 (Technical) | 1 | | | 2 |
| AP5306 Information Technology 2 | 1 | | | 2 |
| GS5301 Introduction to Visual Communication | | 1 | | |
| GS5302 Engineering Physics | 1 | 2 | | |
| GS5306 Introduction to Web Media | | 1 | | |
| AP5097 Internationalisation | 1 | | | |
| AP5098 Digital Literacy | 1 | | | |

**Notes:**

- Online workshop will be available for Foundation students on 5th February on how to register in courses online.
- Online Registration starts on 13th February 2022 at 9am.
- For help take an appointment with BPSC https://nmohammed116.wixsite.com/bpscsupport on 13th February 2022. Please watch the Online Registration video posted on the website to understand how to register.
- Please email your Academic Advisor if you are not sure of which course(s) you will need to enroll yourself in. Academic Advisors will be available on 13 February from 9am to 12pm. Academic Advisors **will not** provide information on how to register on-line.
- If you have failed the same course twice, policy states you must apply for a third enrolment. If you need to repeat Mathematics or English, you will have been sent an email as you are automatically excluded from the course(s).
- Please **do not enrol yourself** in **IT** if you have a **NYC or WA** grade in this courses from Semester 1.

ملاحظات:

- ستتاح ورشة عبر الإنترنت لطلبة التمهيدي بتاريخ 5 فبراير حول كيفية التسجيل المواد عن طريق نظام التسجيل.

- سيبدأ التسجيل الالكتروني الساعة 9 صباحا بتاريخ 13 فبراير 2022.

- للمساعدة يمكنك التواصل وطلب موعد مع مجلس الطلبة عبر https://nmohammed116.wixsite.com/bpscsupport بتاريخ 13 فبراير 2022، يرجى التأكد من مشاهدة فيلم الإرشادات الخاص بالتسجيل الالكتروني الموجود في الموقع الالكتروني لمعرفة كيفية التسجيل.

- يمكنك الرجوع لمرشدك الأكاديمي للرد على الاستفسارات الخاصة بتسجيل المواد فقط عبر البريد الالكتروني بتاريخ 13 فبراير (من الساعة 9 صباحا الى 12 ظهرا). **لن** يقوم المرشد الاكاديمي بشرح كيفية التسجيل الالكتروني.

- سيفصل الطالب تلقائيا في حالة الرسوب بمقرر الرياضيات أو اللغة الإنجليزية مرتين، وعلى الطالب التقديم بطلب لإعادة دراسة المقرر للمرة الثالثة كما تنص عليه السياسة.

- لا تعيد تسجيل نفسك مرة اخرى في مادة IT اذا كانت درجتك NYCاو WA في الفصل الدراسي الأول.

| | متطلبات الحضور: |
|---|---|
| **Attendance**<br>Refer to the Student Attendance Policy and Procedures on [Moodle](). | الرجاء الرجوع إلى سياسة وإجراءات حضور الطلبة على Moodle. |
| **Attendance Requirements**<br>Implicit in your enrolment in any course is the acceptance of the need to <u>attend all scheduled classes</u>. 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.<br><br>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%.<br><br>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.<br><br>Check your attendance % on SSB. See your tutor if you think there is an error. | **متطلبات الحضور:**<br><br>يعتمد التسجيل في أي من المقررات الدراسية على قبول <u>حضور جميع المقررات المسجلة</u>. 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.<br><br>يتوقع منك حضور المحاضرات الدراسية في الوقت المحدد، ويجب ألا يقل حضورك عن 80٪ في جميع المقررات المسجلة، حيث يمكن الاستفادة من 20٪ للغياب في حالة المرض أو في حالة تعرضك لأي ظرف خلال الفصل الدراسي.<br><br>تعتمد نسبة الحضور على عدد المحاضرات المقررة في الفصل الدراسي.<br>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.<br><br>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.<br>Late applications will be considered until 10<sup>th</sup> February 2019. | 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.<br><br>سيتم النظر في الطلبات المتأخرة الى 10 فبراير 2019. |
| **Alternative Study Arrangements (ASA)** | إجراءات الدراسة البديلة (الإعفاء) |
| See the Student Attendance Policy for all details.<br><br>Aim: Ensures students have opportunities to meet the session / learning outcomes.<br><br>**Apply** for Alternative Study Arrangements (ASA) if:<br>• required to attend events for your programme of study for /by Polytechnic.<br>• competing in International sports events officially representing Bahrain, in good | لمزيد من المعلومات الرجاء مراجعة سياسة الحضور<br><br>الهدف: لضمان تحقيق الطلبة لنتائج التعلم.<br><br>شروط التقديم:<br>• حضور الفعاليات المتعلقة بالبرنامج الدراسي المنظمة من قبل بوليتكنك البحرين.<br>• تمثيل مملكة البحرين رسميًا في مسابقات رياضية دولية، ولابد أن يكون المستوى الأكاديمي للطلبة المتقدمين جيدًا وكذلك حضورهم ومشاركتهم. |

| | |
|---|---|
| academic standing and attendance and participation in courses is good. <br><br> • with significant and/or chronic health conditions. <br><br> 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. | • الطلبة الذين يعانون من أمراض مزمنة أو ظروف صحية. <br><br> 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 <br><br> WHO: Students with a WA (absent more than 20%) and Exceptional Circumstances <br><br> WHEN: Apply within 10 days of the WA being assigned and before the last day of the semester. <br><br> HOW: Complete and submit the Change of WA grade Form and ALL the evidence to support your request to the SIC in building 8 <br><br> • A **Medical report** is required for illnesses. <br> • Medical certificates for one or two days are NOT acceptable evidence! <br><br> 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 <br><br> لمن: للطلبة الحاصلين على درجة WA (غيابهم أكثر من 20% وتعرضوا لظروف استثنائية) <br><br> متى: التقديم خلال 10 أيام من تاريخ حصولهم على درجة WA وقبل اخر يوم من انتهاء الفصل الدراسي. <br><br> كيف: عن طريق ملء استمارة طلب تغيير درجة WA وإرفاقها بجميع الأدلة الداعمة وتقديمها إلى مركز معلومات الطالب في مبنى 8. <br><br> - يجب تقديم تقرير طبي في حالة تقديم الطلب بسبب المرض. <br> - إن تقديم شهادات طبية لمدة يوم أو يومين عذر غير مقبول. <br><br> 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

<div dir="rtl">دفع الرسوم الكترونياً</div>

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
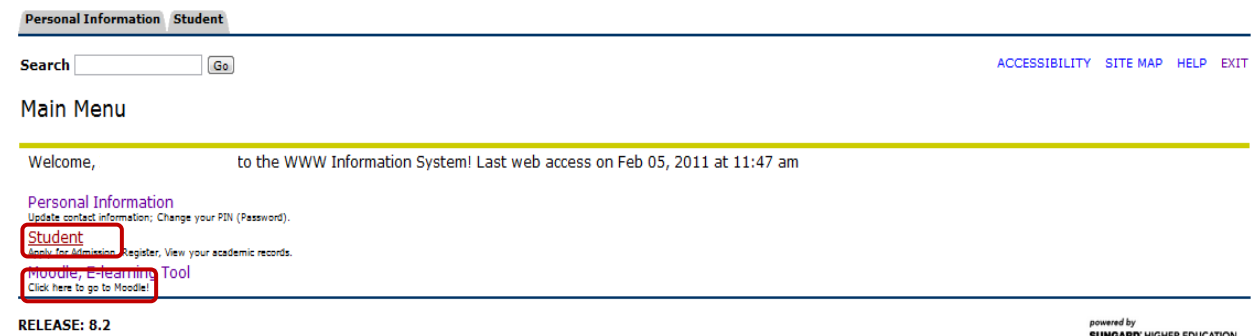


Step 4: Click on **Make Online Payment** link
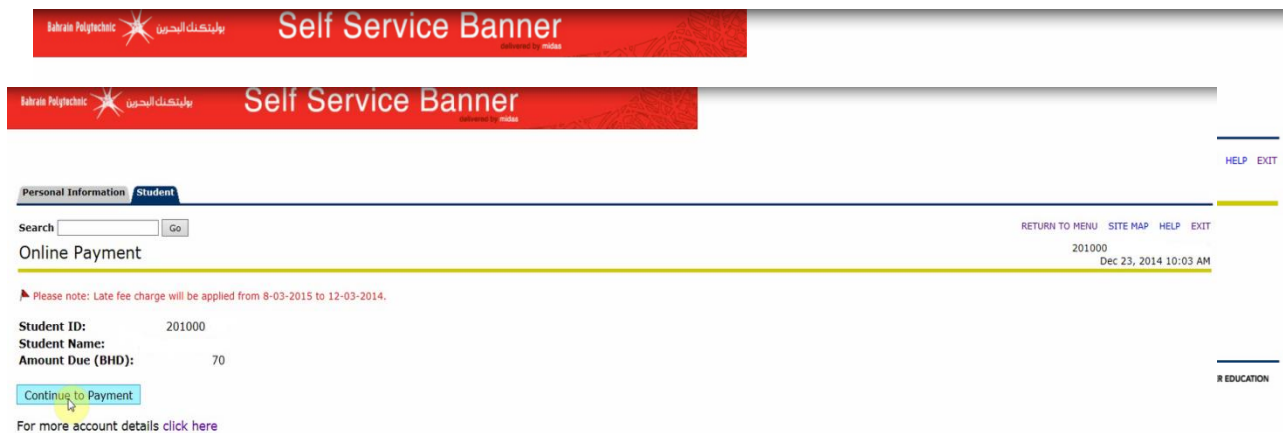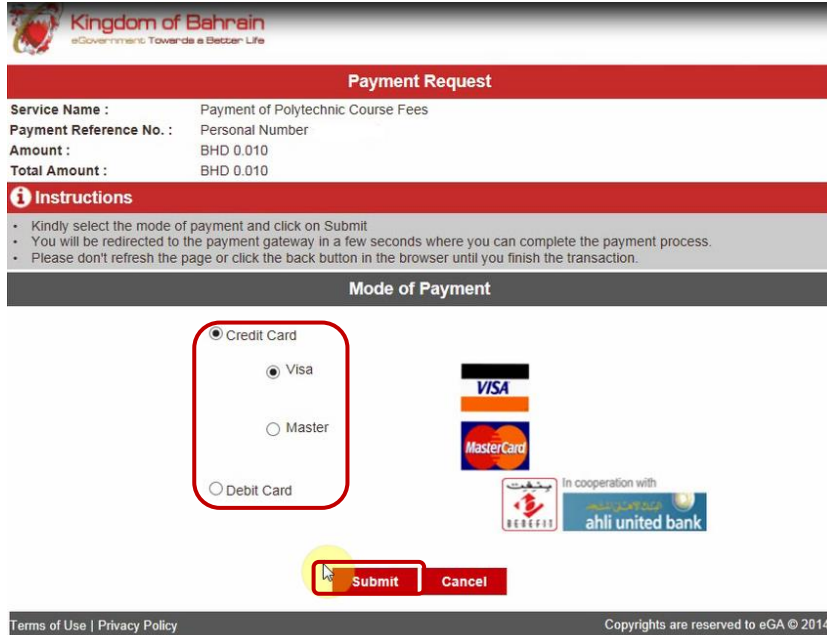


Online Payment screen will show student ID, Name and the total courses enrolled fee
Step 5: Click on **Continue to Payment** button

Step 6: eGovernment Page will be shown. Select one of the options:
- Credit Card
- Debit Card

Step 7: Then click on submit



Step 8: fill the following:
- Card Number (credit or debit card number)
- Expiry Date
- Security Code



The processing might take time
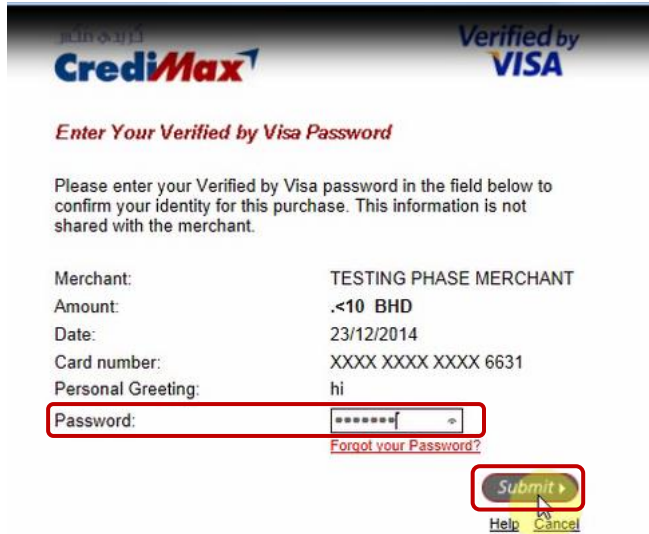
Step 9: Add your Credit or Debit Card password

Step 10: Click submit
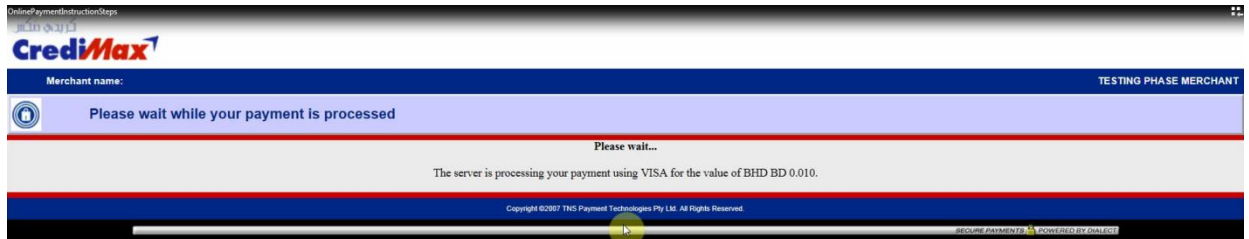


Confirming the payment might take time



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
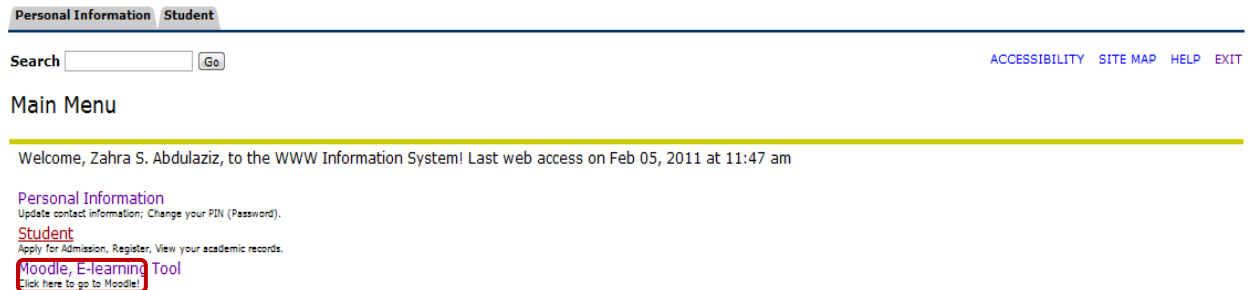
كيف تخطط جدولك

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:

o 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.

Title    CRN    Cod    Section No

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

Class Schedule Listing

**Sections Found**

**Website Authoring 1 - 10137 - WMB 5001 - 002**    ← Click this link to check the available seats

**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

View Catalog Entry

**Scheduled Meeting Times**

| Type Time | Days | Where | Date Range | Schedule Type | Instructors |
|---|---|---|---|---|---|
| Class 8:00 am - 9:59 am | M | Building 36A 36A.107 | Sep 26, 2010 - Jan 15, 2011 | Lecture/Lab | Brendan Muller (P) |
| Class 11:00 am - 12:59 pm | R | Building 36A 36A.107 | 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

Class Size    Registered    Seats Available

**Registration Availability**

| | Capacity | Actual | Remaining |
|---|---|---|---|
| Seats | 20 | 20 | 0 |

**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.**

# Description of Degree Electives

وصف للمواد الاختيارية

| Level 5 Electives | | |
|---|---|---|
| **Course Title**:<br>**Korean Language** | **Course Code**<br>**GS5105** | **Credits**<br>**15** |
| This course aims to enable students to use a range of Korean Language skills that will allow them to communicate in practical situations. Students will produce and respond to a variety of oral and aural Korean language related to everyday situations and challenges. Participants will be able to make oral communications such as introductions, asking about location, talking about the weekend, shopping, and making an appointment. | | |
| **Level 6 Electives** | | |
| **Course Title**:<br>**Debate and Public Speaking** | **Course Code**<br>**GS6507** | **Credits**<br>**15** |
| This course aims at developing students' critical thinking, reasoning, research and listening skills through debate and public speaking. The course will introduce students to systematic strategies that will help them form arguments, synthesize information from a variety of sources to draw conclusions and present them coherently. Students will form thoughtful, creative, and specific questions relevant to the topic of the argument. Students will use appropriate note-taking techniques for listening and/or researching to include succinct key facts and statistics which directly answer identified research questions. | | |
| **Course Title**<br>**Thinking Outside the Box** | **Course Code**<br>**GS6205** | **Credits**<br>**15** |
| Are you looking for something different? Are you willing to explore the way you perceive yourself, others, and the world?<br><br>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.<br><br>Interested? Good! Be prepared to be challenged and to come away with some very valuable skills. | | |
| **Course Title**:<br>**Market Yourself** | **Course Code**<br>**GS6203** | **Credits**<br>**15** |
| This rewarding course aims to enable the participants to understand how the employment market works and develop the skills needed to market oneself to employers in written and verbal format. It provides students with detailed knowledge and understanding of the Bahraini world of work and how the needs of the economy and society influence the nature and structure of work. Students apply basic and some advanced skills including constructing CVs and cover letters that are tailored to specific job requirements. Students are also required to take part in simulated job interviews. | | |

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

| Error Message | Instructions to Student |
|---|---|
| **"Field of Study Restriction – Major"**<br><br>❌ **Registration Add Errors**<br><br>**Status**     **CRN**   **Subj** **Crse** **Sec**<br>Field of Study Restriction - Major 20693 BSB 5019 003 | You are not enrolled in this Major. |
| **"Level Restrictions"**<br>❌ **Registration Add Errors**<br><br>**Status**    **CRN**   **Subj** **Crse** **Sec**<br>Level Restriction 20693 BSB 5019 003 | This CRN is not at your level of study.<br>BD = Bachelor Students<br>CR = Certificate/Foundation Students |
| **"Linked Course Required (XXXX)"**<br><br>❌ **Registration Add Errors**<br><br>**Status**     **CRN**   **Subj** **Crse** **Sec**<br>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"**<br>❌ **Registration Add Errors**<br><br>**Status**     **CRN**   **Subj** **Crse** **Sec**<br>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"**<br><br>⚠️ **No term available** | Contact Student Information Centre (SIC) |
| **"Prerequisite and Test Score Errors"**<br><br>❌ **Registration Add Errors**<br><br>**Status**     **CRN**   **Subj** **Crse** **Sec**<br>Prerequisite and Test Score error 20007 ELB 5101 001 | You have not passed or not taken the pre-requisite (required) course. |
| **"Program Restriction"**<br><br>❌ **Registration Add Errors**<br><br>**Status**     **CRN**   **Subj** **Crse** **Sec**<br>Program Restriction 20003 TLB 5001 001<br>Program Restriction 20004 TLB 5300 001 | You are not enrolled in this Programme. |
| **"Registration is not allowed at this time"**<br>❌ **Registration is not allowed at this time** | Contact Student Information Centre (SIC) |
| **"Student Status Prohibits Registration"**<br>❌ **Student Status prohibits registration** | Contact Student Information Centre to take an appointment with the Registrar. |
| **"Time Conflict With (XXXXX)"**<br>❌ **Registration Add Errors**<br><br>**Status**     **CRN**   **Subj** **Crse** **Sec**<br>Time conflict with CRN 20693 20113 BSB 5001 004 | Choose another CRN. |
| **"You are Not permitted to register at this time"**<br><br>❌ You are not permitted to register at this time. | Check the website for online registration dates for your Programme. |

| Error Message | Instructions to Student |
|---|---|
| *"You may not add or drop classes due to holds on your record"* <br><br> ❌ **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. <br> **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 | | | | | |