Registration Instructions

Semester 1, 2022 - 2023

إرشادات التسجيل

للفصل الدراسي الاول من السنة الأكاديمية

2023 – 2022

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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 Key dates	التواريخ الرئيسية للتسجيل

1. Timetable in SSB released on **7 August 2022**
2. Online registration through SSB starts on **11 August**
3. Online registration (add/drop seats) through SSB ends on **10 September**
4. Requesting <u>Add/Drop form</u> (add only if classes full) will be open:
  - Time: **4pm to 10pm**
  - Date: **21 Aug to 1 Sep**
5. <u>Application to Increase Semester Credits</u> will be open:
  - Time: **4pm to 10pm**
  - Date: **28 Aug to 7 Sep**
6. **Online registration workshop** will be:
  - For **new Degree** students (direct entry) on **10 August at 10am (Polytechnic campus)**
  - For **Current Degree** students (passed foundation and eligible to degree) on **13 August at 4pm (online)**
Foundation students timetable released on **6 September 2022**
7. Online **payment** will be open from **11 August at 9am until 2pm on 21 September**
8. Academic staff, Programme Manager, Mentor/ Academic Advisor will return from leave on 28th August 2022
9. Semester 1, 2022-2023 classes started on 11 September See the **Academic Calenda**r for all dates.
	1. تصدر الجداول الدراسية عبر برنامج الخدمة الذاتية SSB اعتبارًا من **7 أغسطس 2022**.
	2. التسجيل الالكتروني عبر برنامج الخدمة الذاتية SSB يبدأ **بتاريخ 11 أغسطس**
	3. التسجيل الالكتروني (حذف واضافة مقعد) عبر برنامج الخدمة الذاتية SSB ينتهي **بتاريخ 10 سبتمبر**
	4. طلب <u>إضافة/حذف</u> مقعد (إضافة مقعد فقط اذا كانت الصفوف ممتلئة) سيبدأ:
	  - الوقت: من الساعة 4 حتى 10 مساءً
	  - التاريخ: من 21 أغسطس حتى 1 سبتمبر
	5. استمارة "<u>طلب زيادة الساعات المعتمدة للفصل الدراسي</u>" ستبدأ:
	  - الوقت: من الساعة 4 حتى 10 مساءً
	  - التاريخ: من 28 أغسطس حتى 7 سبتمبر
	6. ورشة التسجيل الالكترونية:
	  - لطلبة البكالوريوس المستجدين ستكون بتاريخ 10 أغسطس الساعة 10 صباحا (في الحرم الجامعي)
	  - لطلبة البكالوريوس المنتظمين (الناجحين في البرنامج التمهيدي) ستكون بتاريخ 13 أغسطس الساعة 4 مساءً (الورشة الالكترونية)
	7. جداول طلبة التمهيدي ستعلن بتاريخ **6 سبتمبر** عبر برنامج الخدمة الذاتية SSB
	8. بإمكان الطلبة **الدفع** الالكترونيا تاريخ **11 اغسطس** الساعة **9 صباحاً الى 2 ظهراً بتاريخ 21 سبتمبر**.
	9. سيعود أعضاء هيئة التدريس مدراء البرنامج والمرشدين الأكاديمين من الإجازة في 28 أغسطس 2022
	10. يبدأ الفصل الدراسي الأول، 2022-2023 بتاريخ 11 سبتمبر اطلع على **التقويم الاكاديمي**

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**.** Please see the <u>Academic Calendar</u> 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 <u>التقويم الأكاديمي</u> في الموقع الإلكتروني 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 students	**طلبة التمهيدي**
All foundation students will have their courses registered by the Registry department in the Certificate in Academic Preparation (CAP) programme courses. Check your timetable on Self Service Banner (SSB) from 6 September 2022.	سيتم تسجيل جميع طلبة التمهيدي في المقررات المطلوبة من قبل قسم التسجيل، وسوف تنشر الجداول في نظام الخدمة الذاتية SSB في 6 سبتمبر 2022.

English	Arabic
ALL students must check their account balance on SSB and pay course fees owing (see Fee payment below).	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 **10 September 2022.**	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 **10 سبتمبر 2022.**
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 7 August 2022 10. 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 21 September 2022. Enrolled courses will be dropped due to unpaid fees on time.	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 7 أغسطس 2022. - 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 21 سبتمبر 2022. 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 from **28 August to 7 September.** Students can register up to 75 Credits IF: - their programme structure requires it; - they have a CGPA of 3 or higher, OR - are eligible to graduate in that semester. You must submit complete "Application to Increase Semester Credits" online form on published dates. 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 من تاريخ **28 أغسطس الى 7 سبتمبر.** 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" في الأيام المعلنة. 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**
- Programme Managers or Head of School advise if the tutors name is entered in Banner or not. - Changes may be made to class timing and tutor as required by Faculty. - Registration in a class is based on the class capacity. Seats are limited, see SSB. - 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
Online Payment Students can pay their fees online starting from: 11. Online payment will be open from 11 August at 9am until 2pm on 21 September. 12. ALL fees must be paid in full before 21 Sptember 2022. 13. **From 21 September 2022, any unpaid course fees will result in the course registration being dropped**.	**دفع الرسوم الكترونياً** بإمكان الطلبة دفع الرسوم الدراسية الكترونيا بدا من: - تاريخ 11 اغسطس الساعة 9 صباحاً الى 2 ظهراً بتاريخ 21 سبتمبر. - يجب دفع الرسوم بالكامل قبل تاريخ 21 سبتمبر 2022. - **اعتبارًا من تاريخ 22 سبتمبر 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. Check Scholarships Coordinator Heyam Juma Heyam.Juma@polytechnic.bh for more information.	على طلبة البعثات دفع رسوم المقررات الدراسية المعادة قبل التاريخ المحدد للدفع. لمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح هيام جمعة Heyam.Juma@polytechnic.bh
For help or advise about fees See **Student Services by sending a request to** https://studentassist.polytechnic.bh/ 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 1, 2022-2023 will be announced during month of October. Please see the scholarships coordinator Heyam.Juma@polytechnic.bh for any further information.	**لطلب المساعدة أو النصيحة لدفع الرسوم** على الطالب مراجعة وطلب مساعدة من دائرة الخدمات الطلابية عبر ارسال طلب الى https://studentassist.polytechnic.bh/ 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 الاول 2022-2023 . ولمزيد من المعلومات الرجاء مراجعة منسق شؤون البعثات والمنح Heyam.Juma@polytechnic.bh
Student Information Centre	**مركز معلومات الطلبة**
Working Hours: 9am to 2pm **Email for inquires:** Registration@polytechnic.bh **Contact numbers:** 17897471	**ساعات العمل:** من 9 صباحاً حتى 2 ظهراً **للاستفسار عبر البريد الإلكتروني:** Registration@polytechnic.bh **ارقام الاتصال:** 17897471
Help is available by BPSC	**للمساعدة يمكنك التواصل مع مجلس الطلبة عبر**
https://moodle.polytechnic.bh/moodle/course/view.php?id=1038	https://moodle.polytechnic.bh/moodle/course/view.php?id=1038
ICT Services	**خدمات تكنولوجيا المعلومات والاتصالات**
For any technical issues in SSB, Moodle or Polytechnic email **Email:** ICT.Services@polytechnic.bh **Contact numbers:** 17897111	للمشاكل التقنية في نظام الخدمة الذاتية، المودل والبريد الالكتروني الرجاء التواصل على **البريد الإلكتروني:** ICT.Services@polytechnic.bh **ارقام الاتصال:** 17897111

Online Registration Starts (by programme) التسجيل بحسب التخصص

التخصص Programme	الطلبة Students	بدأ التسجيل Registration opens
Web Media and Visual Design	All students	Thursday, 11 August 2022 at 9.00am
ICT	Working Students Students with long term illness	Thursday, 11 August 2022 at 9.00am
	Earned Credits 200 and more	Sunday, 14 August 2022 at 9.00am
	All students	Sunday, 14 August 2022 at 12.00pm
Digital Marketing	All students	Sunday, 14 August 2022 at 9.00am
Film and Animation	All students	Sunday, 14 August 2022 at 9.00am
Business	Working Students Students with long term illness	Thursday, 11 August 2022 at 9.00am
	Earned Credits 345 to 540	Monday, 15 August 2022 at 9.00am
	Earned Credits 300 to 340	Monday, 15 August 2022 at 10.00am
	Earned Credits 220 to 295	Monday, 15 August 2022 at 11.00am
	Earned Credits 110 to 215	Monday, 15 August 2022 at 12.00pm
	Earned Credits 0 to 105	Monday, 15 August 2022 at 1.00pm
Logistics	Working Students Students with long term illness	Thursday, 11 August 2022 at 9.00am
	Earned Credits 360 and more	Tuesday, 16 August 2022 at 9.00am
	Earned Credits 245 and more	Tuesday, 16 August 2022 at 10.00am
	Earned Credits 120 and more	Tuesday, 16 August 2022 at 11.00am
	Earned Credits 45 and more	Tuesday, 16 August 2022 at 12.00pm
	All students	Tuesday, 16 August 2022 at 1.00pm
Engineering	Working Students Students with long term illness	Thursday, 11 August 2022 at 9.00am
	Earned Credits 360 and more	Wednesday, 17 August 2022 at 9.00am
	Earned Credits 245 and more	Wednesday, 17 August 2022 at 10.00am
	Earned Credits 120 and more	Wednesday, 17 August 2022 at 11.00am
	Earned Credits 45 and more	Wednesday, 17 August 2022 at 12.00pm
	Earned Credits 15 and more	Wednesday, 17 August 2022 at 1.00pm
	All students	Wednesday, 17 August 2022 at 2.00pm
Electives & National Requirements	Earned Credits 240 and more	Thursday, 18 August 2022 at 10.00am **Note:** Online Registration will be close for all programmes from 9.30 to 9.59 pm
	All Degree students	Sunday, 21 August 2022 at 10.00am **Note:** Online Registration will be close for all programmes from 9.30 to 9.59 am
	Foundation (to register in National Requirements only)	Sunday, 21 August 2022 at 1.00pm

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 <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. **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	Major	Date	Time	Academic Advisors	Email
Foundation & electives				Maitham AlMuharraqi Sam Martin(English) Mona Abdulla (Math)	Maitham.AlMuharraqi@polytechnic.bh Sam.Martin@polytechnic.bh Mona.Abdulla@polytechnic.bh
Business	BBS8000 Year 1 & 2			Kubra Edhrabooh	Kubra.Edhrabooh@polytechnic.bh
	BBS8040 ACCT &			Sana Al Amri Kubra Edhrabooh Fatema Murad Dr Fatima Al Jalahma	Sana.Alamri@polytechnic.bh Kubra.Edhrabooh@polytechnic.bh fatema.murad@polytechnic.bh fatima.aljalahma@polytechnic.bh
	BBS8030 BAFI			Wafa Salman Dr Ghassan Alsoud	Wafa.Salman@polytechnic.bh Ghassan.Alsoud@polytechnic.bh
	BBS8010 MKTG			Philip Cragg Amir Zaidan Darren Morris Dr Philippe Vande Wiele Tijjay Mitchell	Philip.Cragg@polytechnic.bh Amir.Zaidan@polytechnic.bh Darren.Morris@polytechnic.bh Philippe.VandeWiele@polytechnic.bh Tijjay.Mitchell@polytechnic.bh
	BBS8020 MNGT	28 Aug – 8 Sep	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)	Wesley.Lee@polytechnic.bh
				Eman Askar (PM BILM)	Eman.Askar@polytechnic.bh
EDICT	Visual Design			Ruqaya Ahmed Marwa Isa	Ruqaya.Ahmed@polytechnic.bh Marwa.Isa@polytechnic.bh
EDICT	Web Media			Owen Gallagher Anand Omanakuttan	Owen.Gallagher@polytechnic.bh Anand.Omanakuttan@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			Omar Fayyad	muhammad.ateeq@polytechnic.bh
	PROG			Muhammad Ateeq	Osama.AlAbedallat@polytechnic.bh
Engineering	Common First Year			Adel Aawan	Adel.Aawan@polytechnic.bh
	Mechanical			Ahmed Abdelrhman	Ahmed.Abdelrhman@polytechnic.bh

	Electronics		Saam Najat	Saam.Najat@polytechnic.bh
	Electrical		Dr Zakareya Hasan	zakareya.hasan@polytechnic.bh

Study Plan: Degree courses by Programme for Semester 1, 2022-2023
المقررات الدراسية المطروحة لطلبة التخصص للفصل الدراسي الاول من العام الأكاديمي 2022 - 2023

Notes:

The following information was provided by Faculty. If you have any questions, please see 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)	
Year 1 - Recommended Courses	
TL6000	International Transport Geography
TL6001	Freight & Warehouse Operations
TL6300	Managing in the T&L Environment
TL6303	Humanitarian Aid & Disaster Logistics
BU6010	Management Information Systems
EL5001	Introduction to English Communication (15 Cr)
-	Elective courses
-	National Requirement courses
Year 2 & 3 - Recommended Courses	
TL7300**	Passenger Transport Management
TL7001*	Inernational Transport Law
TL7201*	International Air Cargo
TL7202*	Maritime Shipping Systems and Practices
TL7003**	Logistics Operations Management
TL7009*	Research Methods for Transport and Logistics ***Recommended in Year 3***
TL7200*	International Organisations
BU6005	Intro to Accounting ***Recommended in Year 2***
EL6003*	English Skills A (15 Cr)
EL6401*	English – Academic Writing Skills (5 Cr)
EL6402*	Research Skills
EL6403*	English- Speaking Skills for Interview (5 Cr)
-	Elective courses
-	National Requirement courses
Year 4 - Recommended Courses	
TL8303*	Urban Public Transport
TL8401*	Aviation Security
TL8002*	Transport Energy
TL8003*	Transport Communications
TL8405*	Airport Management
TL8501*	Industry-Based Project
-	Elective courses

-	National Requirement courses
Important: Pre-requisites apply for courses marked with *, check SSB for details	
Courses mark with an + contain an <u>external</u> exam (or exams)	

Important Information for IT Students

معلومات هامة لطلبة تقنية المعلومات

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
IT6001.001	IT6001.002
IT6004.001	IT6004.002
IT6010.001	IT6010.002
Stream 3	**Stream 4**
IT6001.003	IT6001.004
IT6004.003	IT6004.004
IT6010.003	IT6010.004
Stream 5	**Stream 6**
IT6001.005	IT6001.006
IT6004.005	IT6004.006
IT6010.005	IT6010.006
Stream 7	**Stream 8**
IT6001.007	IT6001.008
IT6004.007	IT6004.008
IT6010.007	IT6010.008
Stream 9	
IT6001.009	
IT6004.009	
IT6010.009	

Year 2 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
IT7001.001	IT7001.002
IT6012.001	IT6012.002
IT6011.001	IT6011.002
Stream 3	**Stream 4**
IT7001.003	IT7001.004
IT6012.003	IT6012.004
IT6011.003	IT6011.004
Stream 5	**Stream 6**
IT7001.005	IT7001.006
IT6012.005	IT6012.006
IT6011.005	IT6011.006
Stream 7	**Stream 8**
IT7001.007	IT7001.008
IT6012.007	IT6012.008
IT6011.007	IT6011.008
Stream 9	
IT7001.009	
IT6012.009	
IT6011.009	

Bahrain Polytechnic بوليتكنك البحرين

Students should choose **first the courses of their major** and then consider the remaining Year 3 ICT courses for electives.

IT Study Plan

Bachelor of Information and Communications Technology (IT701 & ICT8000)			
Year 1 - Semester 1			
Course Code	**Course Title**		
IT6001	Computer Systems		
IT6004	Unix Systems		
IT6010	Maths for Computing		
EL5006	Speaking and Listening for EDICT (for Year 1 Semester 1 students only, foundation and direct entry)		
EL5005	Reading and Writing for EDICT (for Year 1 Semester 2 students only)		
Year 2 - Semester 1			
Course Code	**Course Title**	**Course Code**	**Course Title**
IT7001*	Systems Analysis and Design 1	IT6012	Web Fundamentals
IT6011*	Introduction to Information Security	EL6001	English for EDICT 3
Year 3 - Semester 1			
Course Code	**Course Title**		
IT8108*	Mobile programming		
IT7006*	Object Oriented Design		
IT8203*	System Administration		
IT7202*	Enterprise Resource Planning		
IT8303*	Networking 3		
IT7301*	Ethical Hacking		
IT8406*	Database Administration		
IT7405*	Web Development with NRDB		
Year 4 – Semester 1		**Year 4 – Semester 2**	
Course Code	**Course Title**	**Course Code**	**Course Title**
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)
Important: Pre-requisites apply for courses marked with *, check SSB for details			

Visual Design Study Plan

Bachelor of Visual Design (BD701 & DES8000)			
Year 1 - Semester 1		**Year 2 - Semester 1**	
Course Code	**Course Title**	**Course Code**	**Course Title**
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
EL5006	Speaking and Listening for EDICT <mark>(for Year 1 Semester 1 students only, foundation and direct entry)</mark>	EL6001	English for EDICT 3
EL5005	Reading and Writing English for EDICT <mark>(for Year 1 Semester 2 students only)</mark>		
Year 3 - Semester 1		**Year 4 - Semester 1**	
Course Code	**Course Title**	**Course Code**	**Course Title**
VC7910	The Power of Advertising	VC8303	Internship
		VC8408	Design Research Project
Studio Options			
Course Code	**Course Title**	**Course Code**	**Course Title**
VC7904	Publication Design	VC7205	Animation Design
VC6911	Poster Design	VC7908	Packaging

Business Study Plan

BS8010 Bachelor of Business (Marketing)

Year 1 - Semester 1 & Semester 2

	Course Code	Course Title
Select 3 courses only *(Per Semester)*	BU6001	Introduction to Marketing
	BU6004 **	Introduction to Management **
	BU6005 **	Introduction to Accounting **
	BU6006 **	Quantitative Business Methods **
	BU6007 **	Introduction to Economics **
	BU6008	Applied Communication
	BU6010	Management Information Systems
EL5001 and EL5002		Introduction to English Communication (for BBUS & BILM)

Year 2 - Semester 1		Year 2 - Semester 2	
Course Code	Course Title	Course Code	Course Title
BU6009 **	Introduction to Finance **	BU6011**	Business Research Methods **
BU6010	Management Information Systems	BU7002*	Human Resource Management *
EL6003*	English Skills A (for BBUS & BILM)	BU7003**	Business Law **
NRCs/Elect	National Requirements/ Elective	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 3 - Semester 1		Year 3 - Semester 2	
Course Code	Course Title	Course Code	Course Title
BU7101*	Integrated Marketing Communication	BU6012	Project Management
BU7102*	Digital Marketing	BU7100	Services Marketing (Courses not offered in Sem 1.)
BU7103*	Market Research	BU7104	Social Media Marketing (Courses not offered in Sem 1.)
Elective	15 credits elective	BU8103	Brand Management (Courses not offered in Sem 1.)
		BU8104	Advanced Digital Marketing (Courses not offered in Sem 1.)
EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 4- Semester 1		Year 4 - Semester 2	
Course Code	Course Title	Course Code	Course Title
BU8101*	Marketing Management	BU8199 *	Industry Project: Marketing
BU8102*	Marketing Planning		
BU8105*	Social Media Marketing Strategy		
Elective	15 credits elective		
BU8199*	Industry Project: Marketing		

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 & Semester 2

	Course Code	Course Title
Select 3 courses only *(Per Semester)*	BU6001	Introduction to Marketing
	BU6004 **	Introduction to Management **
	BU6005 **	Introduction to Accounting **
	BU6006 **	Quantitative Business Methods **
	BU6007 **	Introduction to Economics **
	BU6008	Applied Communication
	BU6010	Management Information Systems
EL5001 and EL5002		Introduction to English Communication (for BBUS & BILM)

Year 2 - Semester 1		Year 2 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
BU6009 **	Introduction to Finance **	BU6011**	Business Research Methods**
BU6010	Management Information Systems	BU700*	Human Resource Management *
EL6003*	English Skills A (for BBUS & BILM)	BU7003**	Business Law **
NRCs/Elect	National Requirements/ Elective	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 3 - Semester 1		Year 3 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
BU7202*	Organizational Behaviour	BU6012	Project Management
BU7201*	Operations Management	BU8204*	Contemporary Management
BU7205	New Ventures		
Elective	15 credits elective	BU8200*	International Business
		Elective	15 credits elective
EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 4- Semester 1		Year 4 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
BU7203*	Leadership	BU8099*	Industry Project
BU8202*	Strategic Management		
BU8203*	Enterprise Development		
Elective	15 credits elective		

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

Course code with ** Workshop and seminar must enrol in both.

8203 cannot be taken before 7205

BBS8030 Bachelor of Business (Banking & Finance)

Year 1 - Semester 1 & Semester 2

	Course Code	Course Title
Select 3 courses only *(Per Semester)*	BU6001	Introduction to Marketing
	BU6004 **	Introduction to Management **
	BU6005 **	Introduction to Accounting **
	BU6006 **	Quantitative Business Methods **
	BU6007 **	Introduction to Economics **
	BU6008	Applied Communication
	BU6010	Management Information Systems
EL5001 and EL5002		Introduction to English Communication (for BBUS & BILM)

Year 2 - Semester 1		Year 2 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
BU6009**	Introduction to Finance**	BU6011**	Business Research Methods**
BU6010	Management Information Systems	BU7002*	Human Resource Management*
EL6003*	English Skills A (for BBUS & BILM)	BU7003**	Business Law**
NRCs/Elect	National Requirements/ Elective	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 3 - Semester 1		Year 3 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
BU7300	Corporate Finance	BU6012	Project Management
BU7302 or BU8306 or BU7400***	Investment & portfolio Management Islamic Finance & Takaful Financial Accounting – subject to availability	BU7302	Investment and portfolio management
BU7306 ***	Financial Technology – Subject to Availability	BU8301* or BU8300*	Derivatives & Alternative Investments Financial Risk Management
Elective	15 credits elective	Elective	15 credits elective
EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 4- Semester 1		Year 4 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
BU7302 or BU8306	Investment & Portfolio Management or Islamic Finance & Takaful		
BU8301*	Derivatives & Alternative Investments		
BU8300*	Financial Risk Management	BU8099*	Industry Project
Elective	15 credits elective		
EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills		

Important:
- Pre-requisites apply for courses marked with *, check SSB for details
- Course code with ** Workshop and seminar ,must enrol in the seminar that is connected with the workshop.
- Course code with ***, are subject to the availability – there is a high possibility that the classes will be closed for Banking and Finance students.

Bahrain Polytechnic بوليتكنك البحرين

BBS8040 Bachelor of Business (Accounting)		
Year 1 - Semester 1 & Semester 2		
	Course Code	Course Title
Select 3 courses only	BU6001	Introduction to Marketing
	BU6004	Introduction to Management
	BU6005**	Introduction to Accounting
	BU6006**	Quantitative Business Methods
	BU6007**	Introduction to Economics
	BU6008**	Applied Communication
	BU6010	Management Information Systems
EL5001 and EL5002		Introduction to English Communication (for BUS & BILM)

Year 2 - Semester 1		Year 2 - Semester 2	
Course Code	Course Title	Course Code	Course Title
BU6009	Introduction to Finance**	BU6011	Business Research Methods
BU6010	Management Information Systems	BU7002*	Human Resource Management
EL6003*	English Skills A (for BBUS & BILM)	BU7003	Business Law
NRCs/Elect	National Requirements/ Elective	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 3 - Semester 1		Year 3 - Semester 2	
Course Code	Course Title	Course Code	Course Title
BU7400*	Financial Accounting	BU6012	Project Management
BU7402*	Accounting Systems	BU7401*	Management Accounting
BU7403*	Cost Accounting	BU8402*	Financial Reporting
Elective	15 credits elective	Elective	15 credits elective
EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 4- Semester 1		Year 4 - Semester 2	
Course Code	Course Title	Course Code	Course Title
BU8403*	Financial Management	BU8099*	Industry Project
BU8400*	Auditing		
BU8401*	Taxation		
Elective	15 credits elective		

Important: Pre-requisites apply for courses marked with *, check SSB for details
Course code with ** Workshop and seminar must enrol in both.
BU8400 and BU8402 can be enrolled in simultaneously but cannot be enrol in BU8400 without passing BU8402.

BBS8050 Bachelor of Business (HRM)

Year 1 - Semester 1 & Semester 2

	Course Code	Course Title
Select 3 courses only	BU6001	Introduction to Marketing
	BU6004 **	Introduction to Management **
	BU6005 **	Introduction to Accounting **
	BU6006 **	Quantitative Business Methods **
	BU6007 **	Introduction to Economics **
	BU6008	Applied Communication
	BU6010	Management Information Systems
EL5001		Introduction to English Communication (for BUS & BILM)

Year 2 - Semester 1		Year 2 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
BU6009	Introduction to Finance	BU6011	Business Research Methods
BU6010	Management Information Systems	BU7002*	Human Resource Management
EL6003*	English Skills A (for BBUS & BILM)	BU7003	Business Law
NRCs/Elect	National Requirements/ Elective	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 3 - Semester 1		Year 3 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
BU7203*	Leadership	BU6012	Project Management
BU7700*	Resourcing & Talent Management	BU8703*	Performance Management Systems
BU7701*	Employee Relations	BU8700*	Learning & Talent Development
Elective	15 credits elective	Elective	15 credits elective
EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills	EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 4- Semester 1		Year 4 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
BU7702*	International HRM	BU8099	Industry Project
BU8701*	Rewards Management		
BU8702*	Strategic HRM		
Elective	15 credits elective		

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

DMK8012 Bachelor of Digital Marketing

Year 1 - Semester 1		Year 1 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
VC6100	Visual Design 1	VC6101	Visual Design 2
WM6003	Web Design	BU6001	Introduction to Marketing
VC6102	Computer Practical 1	VC6901	Digital Photography
EL5001	Introduction to English Communication	EL5002	English Communication for Research

Year 2 - Semester 1		Year 2 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
WM6007	Content Management	VC6101	Visual Design 2
VC6902	Video	VC6103	Computer Practical 2
WM6008	Strategic Web Communication	BU6012	Project Management
EL6003*	English Skills A (for BBUS & BILM)	NRCs/Elect	National Requirements/ Elective
		EL6401 or EL6402 or EL6403	Skills for Academic Writing or Research Skills or Speaking Skills

Year 3 - Semester 1		Year 3 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
VC7908	Digital Design	*DMXXXX*	*Digital Consumer Behaviour OR Digital Creativity (TBC)*
BU7102*	Digital Marketing	BU7101	Integrated Marketing Communication
BU7103*	Market Research	BU8104 *	Advanced Digital Marketing
VC7200	Computer Practical 3	NRCs/Elect	National Requirements/ Elective
		BU7104	*Social Media Marketing*

Year 4- Semester 1		Year 4 - Semester 2	
Course Code	**Course Title**	**Course Code**	**Course Title**
WM8003	Advanced Web Design		
BU8102*	Marketing Planning	DM8XXX *	Industry Project: Digital Marketing
BU8105*	Social Media Marketing Strategy		
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.

Engineering Study Plan

Bachelor of Engineering Technology (ENT8000)	
Year 1 - Semester 1	
EL5005 Or EL5006	Reading and Writing English for EDICT Or Speaking and Listening English for EDICT
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 in their first year of study.

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 get advise from English department.
- 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 and Electrical Major (ENT8031, EN8040)		**Electronics Major (ENT8030)**
EN6001	Engineering Computing	Not offered
EN7061	Analogue Electronics	
EN6080	Alternating Current (AC) Circuit Theory	
Year 3 - Semester 1		**Year 3 - Semester 2**
Mechanical Major (ENT8020)		**Mechanical Major (ENT8020)**
EN7923	Mechanical Project	Not offered
EN8923	Engineering Project Management	
Electronics Major (ENT8031)		**Electronics Major (ENT8030)**
EN8007	Electronics Circuits Design	Not offered
EN7060	Telecommunication systems	
EN7034	Embedded Systems	
EN7000	Applied Signals and Systems	
Electrical Major (ENT8040)		**Electronics Major (ENT8030)**
EN7008	Power Electronics	Not offered

EN8061	Power Systems		
EN7032	Electrical Machines		
Year 4 - Semester 1		**Year 4 - Semester 2**	
Mechanical Major (ENT8020)		**Mechanical Major (ENT8020)**	
EN8919	Applied and Process Heat Transfer	EN8914	Co-operative Learning Project (Mechanical Engineering)
EN8905	Energy, Environment and Sustainability	ENB8911	Engineering Research Project
EN8906	Vibration, Noise and Mechanics of Machines		
EN8908	Manufacturing Processes		
EN8913	Project Proposal		
Electronics and Electrical Major (ENT8031 and EN8040)		**Electronics Major (ENT8030)**	
EN8231	Control Systems Design	EN8914	Co-operative Learning Project (Electronics Engineering)
		EN8913	Project Proposal

Common First Year in Engineering   طلبة الهندسة سنة اولى

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

For Foundation students: students coming to Engineering degree in semester 1 from foundation:
1- Students are strongly advised to give priority to enrol in Mathematics for Engineers 1 (EN6907).
2- Students are strongly advised to give priority to enrol in English courses of the first year.
3- Students are eligible to enrol in year one courses depending on available capacity in each class.
4- Students are not allowed to enrol in Mathematics for Engineers 2 (EN6914).

For other student: Year 1 students, 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 give priority to enrol in failed course and get advise from the English department.
- ALL students are required to enrol in **EN6907**
- Students can choose to enrol in **EN6000 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 **EN6903 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 EN6000 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 EN6000 in semester 2.

Students must follow one of the streams combinations below for year 1 courses to avoid any conflicts between your courses. For any inquiry or assistance, you can contact:

- Electrical Engineering PM, Dr Zakarya Hasan, zakarya.hasan@polytechnic.bh
- Electronics Engineering PM, Dr Saam Najat, saam.najat@polytechnic.bh
- Mechanical Engineering PM, Dr Ahmed Abdulrahman ahmed.abdulrahman@polytechnic.bh
- Head of School of Engineering. Adel Aawan adel.aawan@polytechnic.bh

Streams for the <u>Common First Year</u> in Engineering

Streams	Streams for the Common First Year in Engineering			
1a	EN6990.001	EN6907.001	EN6000.001	EL5005.007 or EL5006.008 or any other English
1b	EN6990.001	EN6914.001	EN6010.001	EL5005.007 or EL5006.008 or any other English
1c	EN6903.005	EN6907.001	EN6000.001	EL5005.007 or EL5006.008 or any other English
1d	EN6903.005	EN6914.001	EN6010.001	EL5005.007 or EL5006.008 or any other English
2a	EN6990.002	EN6907.002	EN6000.004	EL5006.008 or EL5006.009 or any other English
2b	EN6990.002	EN6914.002	EN6000.004	EL5006.008 or EL5006.009 or any other English
2c	EN6903.001	EN6914.002	EN6000.004	EL5006.008 or EL5006.009 or any other English
2d	EN6903.001	EN6914.002	EN6000.004	EL5006.008 or EL5006.009 or any other English
3a	EN6990.003	EN6907.003	EN6000.001	EL5005.009 or EL5006.010 or any other English
3b	EN6990.003	EN6914.003	EN6000.001	EL5005.009 or EL5006.010 or any other English
3c	EN6990.003	EN6907.003	EN6010.002	EL5005.009 or EL5006.010 or any other English
3d	EN6990.003	EN6914.003	EN6010.002	EL5005.009 or EL5006.010 or any other English
3e	EN6903.002	EN6907.003	EN6010.002	EL5005.009 or EL5006.010 or any other English
3f	EN6903.002	EN6914.003	EN6010.002	EL5005.009 or EL5006.010 or any other English
3g	EN6903.002	EN6907.003	EN6990.003	EL5005.009 or EL5006.010 or any other English
3h	EN6903.002	EN6914.003	EN6990.003	EL5005.009 or EL5006.010 or any other English
3i	EN6010.002	EN6907.003	EN6000.001	EL5005.009 or EL5006.010 or any other English
3j	EN6010.002	EN6914.003	EN6000.001	EL5005.009 or EL5006.010 or any other English
4a	EN6990.004	EN6907.004	EN6000.003	EL5005.010 or EL5006.011 or any other English
4b	EN6990.004	EN6914.004	EN6000.003	EL5005.010 or EL5006.011 or any other English
4c	EN6990.004	EN6907.004	EN6903.004	EL5005.010 or EL5006.011 or any other English
4d	EN6990.004	EN6914.004	EN6903.004	EL5005.010 or EL5006.011 or any other English
5a	EN6990.003	EN6907.005	EN6000.005	EL5005.011 or EL5006.012 or any other English
5b	EN6990.003	EN6907.005	EN6010.003	EL5005.011 or EL5006.012 or any other English
5c	EN6990.003	EN6907.005	EN6903.004	EL5005.011 or EL5006.012 or any other English
5d	EN6000.005	EN6907.005	EN6010.003	EL5005.011 or EL5006.012 or any other English
6a	EN6903.006	EN6907.006	EN6010.004	EL5005.012 or EL5006.013 or any other English
6b	EN6903.006	EN6914.001	EN6010.004	EL5005.012 or EL5006.013 or any other English
6c	EN6000.006	EN6907.006	EN6010.004	EL5005.012 or EL5006.013 or any other English
6d	EN6000.006	EN6914.001	EN6010.004	EL5005.012 or EL5006.013 or any other English

Streams for <u>Mechanical Engineering</u> 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	EN6902.001	EN7917.001	EN6904.001	EL6001.017 or any other English
2	EN6902.002	EN7917.002	EN6904.002	EL6001.009 or EL6001.010 or any other English
3	EN6902.003	EN7917.003	EN6904.003	EL6001.008 or EL6001.011 or any other English
4	EN6902.004	EN7917.004	EN6904.004	EL6001.012 or any other English
5	EN6902.005	EN7917.005	EN6904.005	EL6001.011 or EL6001.013 or any other English
6	EN6902.006	EN7917.006	EN6904.006	EL6001.013 or any other English

	Streams for Year 3 in Mechanical Engineering		
1	EN7923.001	EN8923.001	Any Elective
2	EN7923.002	EN8923.002	Any Elective
3	EN7923.003	EN8923.003	Any Elective
4	EN7923.004	EN8923.004	Any Elective

		Streams for Year 4 in Mechanical Engineering			
1	EN8918.001	EN8908.001	EN8906.001	EN8905.001 Or EN8905.004	EN8913.001
2	EN8918.002	EN8908.002	EN8906.002	EN8905.002 Or EN8905.004	EN8913.001
3	EN8918.003	EN8908.003	EN8906.003	EN8905.003 Or EN8905.004	EN8913.001

Streams for <u>Electromechanical Engineering</u> Year 2

	Streams for Year 2 in Electromechanical Engineering			
1	EN6080.001	EN6904.003 or EN6904.005	EN7917.003 or EN7917.005	EL6001.008 or EL6001.011 or any other English
2	EN6080.002	EN6904.003 or EN6904.005	EN7917.003	EL6001.008 or any other English
3	EN6080.003	EN6904.002 or EN6904.003	EN7917.002 or EN7917.003	EL6001.008 or EL6001.010 or any other English
4	EN6080.004	EN6904.004 or EN6904.006	EN7917.004 or EN7917.006	EL6001.012 or EL6001.013 or any other English

Streams for <u>Communications and Networks Engineering</u> Year 2

	Streams for Year 2 in Electromechanical Engineering			
1	EN6080.001	EN7060.001	Any IT6004 that fits	Any EL6001 that fits or any other English
2	EN6080.002	EN7060.001	Any IT6004 that fits	Any EL6001 that fits or any other English
3	EN6080.003	EN7000.001	Any IT6004 that fits	Any EL6001 that fits or any other English
4	EN6080.004	EN7000.001	Any IT6004 that fits	Any EL6001 that fits or any other English

Students in Year 2 Communication and Networks will have the option to either enrol in EN6080, EN7060, IT6004, and EL6001 **or** EN6080, EN7000, IT6004, and EL6001.

Streams for <u>Electronics/Electrical Engineering</u> years 2, 3, and 4

Electronics/Electrical Engineering students should follow one of the streams below depending on their year of study

	Streams for Year 2 in Electronics/Electrical Engineering			
1	EN6001.001	EN6080.001	EN7061.001	EL6001
2	EN6001.002	EN6080.002	EN7061.002	EL6001
3	EN6001.003	EN6080.003	EN7061.003	EL6001
4	EN6001.004	EN6080.004	EN7061.004	EL6001

	Streams for Year 3 & 4 in Electronics/Electrical Engineering			
1	EN7034	EN7060	EN7000	EN8007.001
2	EN7034	EN7060	EN7000	EN8007.002
3	EN7032	EN7008	EN8007	Elective
4	EN7034	EN7060	EN7000	EN8231.001
5	EN7034	EN7060	EN7000	EN8231.002
6	EN7032	EN7008	EN8231.001	Elective
7	EN7032	EN7008	EN8231.002	Elective
8	EN8061	EN8033	EN8231.001	EN8922/EN8913
9	EN8061	EN8033	EN8231.002	EN8922/EN8913

Web Media Study Plan

Bachelor of Web Media (BWM8000)	
Year 1 – Semester 1 Courses (September to January only)	
WM6001	Website Authoring 1
WM6002	Internet & Multimedia Technology 1
WM6003	Web Design 1
EL5005	Reading & Writing English for EDICT
Year 2 – Semester 1 Courses (September to January only)	
WM6006	Audio & Video 1
WM6007	Content Management
WM6008	Strategic Web Communication
EL6001	English for EDICT 3
Year 3 – Semester 1 Courses (September to January only)	
WM7003	Human Computer Interaction
WM7005	Web Programming 1
WM8005	Advanced Design for the Web
ELECTIVE	Choice of general elective, courses from other programmes, or national requirements
Year 4 – Semester 1 Courses (September to January only)	
WM7008	Web Media Project (30 credits)
WM8004	Advanced Interactive Applications
WM8006	eCommerce and Entrepreneurship
Important: Courses should be taken in the order as presented in the study plan. If courses are taken in the incorrect sequence this may lead to graduation delays, as courses only run in opposite semesters.	

Film and Animation Study Plan

Bachelor of Film and Animation (BFA8800)	
Year 1 – Semester 1 Courses (September to January only)	
FA6001	Recording Principles **(Section 001)**
WM6002	Internet & Multimedia Technology 1 **(Section 005)**
WM6006	Audio & Video 1 **(Section 005)**
EL5005	Reading & Writing English for EDICT

Electives Offers

General Electives					
Code	**Course Title**	**Credits**	**Code**	**Course Title**	**Credits**
GS6203	Market Yourself	15	GS5098	Digital Literacy	15
GS5307	Information Technology	15			
GS6099	Skills for Academic Study	15			
National Requirements					
** GS5104	Arabic Language	5	** GS5103	Modern Economic History of Bahrain	5
+ GS3104	Introductory Arabic	5	** GS5102	Human Rights - Labour Rights	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 and Sara AlHammadi Sara.alhammadi@polytechnic.bh.
- * Priority will be given to degree students to enrol in the couses online as electives on Sunday, 21 Aug 2021 depending on the avalibity of steats.

     ** Registration will start on Thursday, 18 August 2022 at 10.00am to students with earend credits 240 and more, then it will be open to all degree on Sunday 21 Aug. **National requriments courses will be open Foundation students on Sunday 21 Aug.**

Important Information for EDICT (Engineering, ICT, Visual Design, Web Media and Film English courses- Semester 1

Are you a degree student in Engineering, Web Media, Visual Design or ICT? If yes, please read the information about registering in English courses.

1. If you don't know which course to enroll in next, see the table below:

Are you a new student [direct entry] students in Engineering, Web Media, Visual Design or ICT?	All new [direct entry] students in Engineering, Web Media, Visual Design or ICT can register in BOTH EL5005 and EL5006. You can also choose to take one of the two courses this semester then take the other one next semester.
Have you completed EL5005?	Enroll in EL5006 this semester.
Have you completed EL5006?	Enroll in EL5005 this semester.
Have you completed EL5006 and EL5005?	Enroll in EL6001 this semester.
Can I take EL6001 before finishing BOTH EL5005 and EL5006?	No
Have you completed EL6001?	Enroll in EL6002 this semester if there are enough seats since there is only one section this semester for students who are expected to graduate only. The extra seats will open in the Add/Drop period. EL6002 will be available for the rest of students in semester 2.
Do I need to take English courses if I have an IELTS certificate?	This depends on your scores. You must score the scores indicated to get exemption:

English Language Course	Minimum Overall	Minimum Reading	Minimum Writing	Minimum Speaking	Minimum Listening
EL5005 Reading and Writing English for EDICT	5.5	6.0	6.0		
EL5006 Speaking and Listening English for EDICT	5.5			6.0	6.0
EL6001 English for EDICT 3	6.5	6.0	6.0	6.0	6.0
EL6001 English for EDICT 4	6.5	6.5	6.5	6.5	6.5

If you would like to do the IELTS and get exemption, please refer to the table above and submit your certificate here:
https://forms.office.com/Pages/ResponsePage.aspx?id=l9Xx3-h9mkq-

	u7Fn4iSU0O7rneMgNWJKuQyAh2LQb2lUMk1TSEk4ODRBWEg1U0JOVERJO FZKRjVKMS4u).
	Registry will process your application once submitted.

2. You can register in any of the sections of the course you would like to take in the Add/drop period when the restrictions [ICT, Visual Design, Engineering, Web Media] are removed by Registry. So if you wish to add an ICT English class and you are an engineering student, you will be able to add the section provided that it has available seats through SSB during the Add/Drop period.

يمكنك التسجيل في أي صف في المادة التي ترغب في الالتحاق بها في فترة الحذف والإضافة حتى وان لم تكن خاصة بتخصصك عندما يتم إزالة القيود عن المواد [تكنولوجيا المعلومات والاتصالات ، والتصميم المرئي ، والهندسة ، وسائط الويب] لذلك إذا كنت ترغب في إضافة مقعد لتكنولوجيا المعلومات والاتصالات في اللغة الإنجليزية مثلا وكنت طالب هندسة، فستتمكن من إضافة المقعد من خلال SSB بشرط أن يكون في الصف الذي اخترته مقاعد متاحة خلال فترة الحذف والإضافة.

3. No student can be added to a class with full capacity because we will not be able to fit the extra students in the physical classrooms/labs. Please look for another suitable class. All add forms to full classes will be automatically rejected.

لا يمكن إضافة أي طالب إلى صف اكتملت عدد مقاعده لأننا لن نكون قادرين على استيعاب الطلاب الإضافيين في الفصول والمختبرات الدراسية. الرجاء البحث عن فصل مناسب آخر. سيتم رفض جميع طلبات الإضافة للصفوف الدراسية المكتمل نصابها تلقائيًا.

English	Arabic
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 <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. 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 <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. 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.	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.
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: 14. required to attend events for your programme of study for /by Polytechnic. 15. competing in International sports events officially representing Bahrain, in good academic standing and attendance and participation in courses is good. 16. 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.

English	Arabic
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	للتقدم بطلب تغيير درجة WA (الانسحاب بدرجة رسوب بسبب الغياب) إلى W
WHO: Students with a WA (absent more than 20%) and Exceptional Circumstances	لمن: للطلبة الحاصلين على درجة WA (غيابهم اكثر من 20% وتعرضوا لظروف استثنائية)
WHEN: Apply within 4 working days of the WA being assigned and before the last day of the semester.	متى: التقديم خلال 4 أيام عمل من تاريخ حصولهم على درجة WA وقبل اخر يوم من انتهاء الفصل الدراسي.
HOW: Complete and submit the Change of WA grade Form and ALL the evidence to support your request to the SIC in building 8 17. A **Medical report** is required for illnesses. 18. Medical certificates for one or two days are NOT acceptable evidence!	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.
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.	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.

19. 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
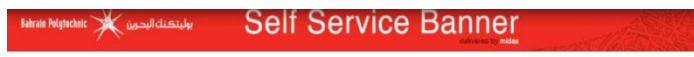
Step 4: Click on **Make Online Payment** link
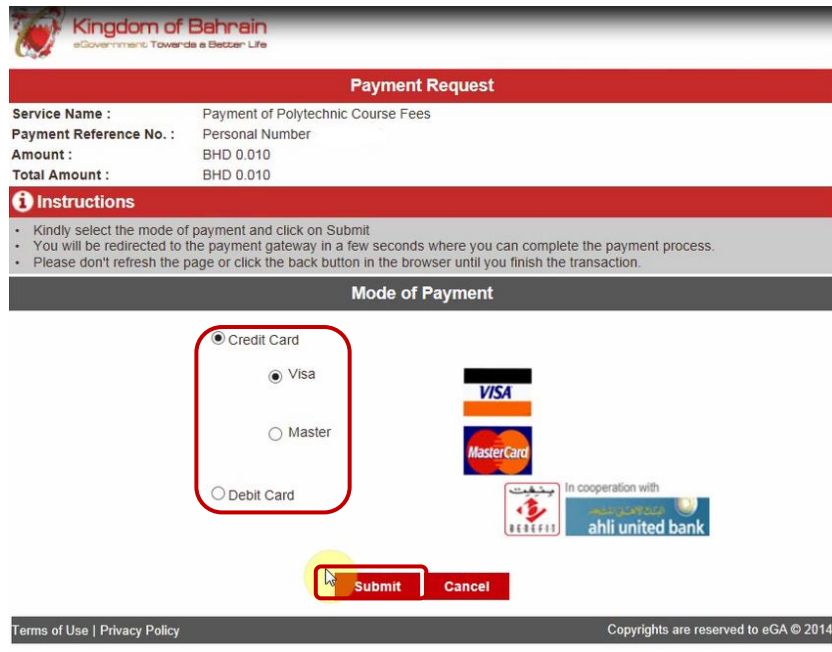
Online Payment screen will show student ID, Name and the total courses enrolled fee
Step 5: Click on **Continue to Payment** bottom

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
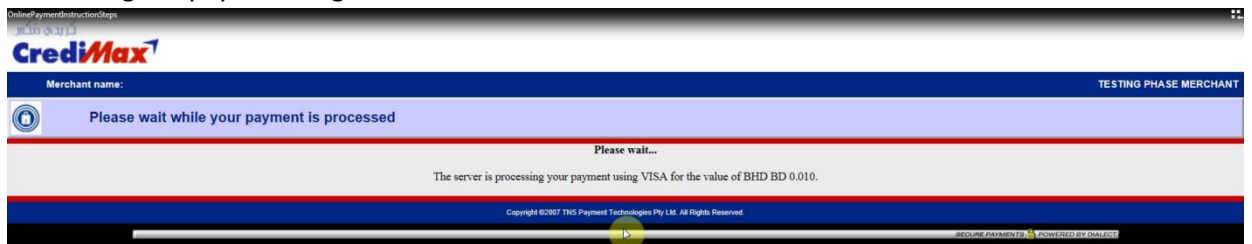
Confirming the payment might take time

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:

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

Bahrain Polytechnic بوليتكنك البحرين

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

<div dir="rtl">وصف للمواد الاختيارية</div>

Level 5 Electives		
Course Title: **Information Technology**	**Course Code** **GS5307**	**Credits** **15**
This course prepares students with the IT skills to undertake first year degree level study. Based on the principles of student-centered learning, the content, exercises, instruction and materials for this course have been designed to give students the opportunity to demonstrate ability in the area of information and communication technology. This will include applications for word processing, spreadsheets, presentation tools and email. Synchronous and independent learning are all strategies that will be utilized in this course.		

Level 6 Electives		
Course Title: **Digital Literacy**	**Course Code** **GS6098**	**Credits** **15**
The 21 Century and the wide adoption of the internet across our personal and professional lives has created the digital society we now all live and work in. This course will help students understand the main concepts of digital literacy and how they will impact their social and working life. The course will help them engage professionally and appropriately in the digital world by helping them become a digital citizen.		
Course Title **Skills for Academic Study**	**Course Code** **GS6099**	**Credits** **15**
The course aims to equip students with the academic skills that will enhance their study experience. Students will develop a range of skills in communication, critical thinking, and research, and explore their learning. Based on the principles of student-centered learning, the content, assessment, instruction, and materials for this course have been designed to give students the opportunity to demonstrate ability in the four study skill areas		
Course Title: **Market Yourself**	**Course Code** **GS6203**	**Credits** **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

![Bahrain Polytechnic logo] بوليتكنك البحرين Bahrain Polytechnic

Error messages and what they mean

<div dir="rtl">ماذا تعني رسائل الخطأ</div>

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					