COLLEGE OF
APPLIED STUDIES

UNIVERSITY OF
BAHRAIN
BRIDGE TO THE FUTURE

His Royal Highness

Prince Khalifa bin Salman Al-Khalifa

Prime Minister

His Majesty

King Hamad bin Isa Al-Khalifa

King of the Kingdom of Bahrain

His Royal Highness

Prince Salman bin Hamad Al-Khalifa
Crown Prince
Deputy Supreme Commander
First Deputy Premier

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PRESIDENT'S MESSAGE

An important part of any economy is having a skilled and technically proficient workforce. As the nature of jobs changes through an increasingly diversified local economy and technology, it is clear that a new set of skills are required to keep pace with the needs of employers. Through analysis of the labor market and from employers' feedback, there is an increasing need to develop skilled human capital with both knowledge and the ability to apply knowledge in the workplace. According to OECD in 2014 one in three employers around the world reported difficulties in finding skilled workers. This is the scale of the challenge.

The mandate of the College of Applied Studies is to meet this challenge and to prepare graduates that have a rounded practical skillset that will allow them to add value to employers through their understanding of the workplace and technical competencies.

It is our expectation that graduates from this College will possess the key skills and attributes to allow them to progress in life and employment through possessing excellent communication skills, being problem solvers and being able to think critically in addition to having relevant experience gained from their studies.

Prof. Riyad Yousif Hamzah
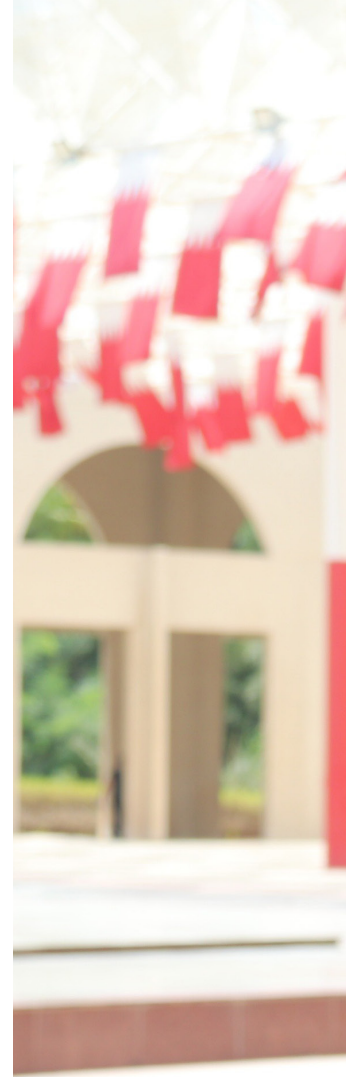President of the University of Bahrain

DEAN'S MESSAGE

The College of Applied Studies constitutes a unique educational atmosphere characterized by programs that cater to the current needs of the job market. The College of Applied Studies offers nationally recognized curricula that extend the students' learning needs with modern-day market ready expertise. Established in 2005, the College of Applied Studies offers a diversified curriculum coupled with practical, experience-based applications in the fields of Business Administration, Information Technology and Engineering. These disciplines are defining every aspect of our lives today, and continue to shape our economy as we make our way through the 21st century. The College of Applied Studies includes about 1,500 students who constitute the main stakeholders of the College's programs. The programs are carefully designed to deliver skillful graduates able to adapt to the ever-changing market and economic needs.

Central to the College of Applied Studies' success has been its professional and experienced faculty and staff members dedicated to ensure a full and engaging academic experience for the students, contribute to a positive and enriching student educational setting. The College of Applied Studies strives to be a major player in the advancement of the economic and academic goals of the nation and continues to do so by equipping its graduates with key flexible skills that are instrumental amid changing technological times, and fostering a creative and innovative learning environment able to effectively drive and support its research and entrepreneurship efforts.

Dr. Mohamed Abdulla Baqer
College of Applied Studies

THE COLLEGE

2005

The College of Applied Studies was established on February 5th, 2005 according to a decision made by the University of Bahrain Board of Trustees in its 11th regular meeting with a clear vision of producing highly qualified and very well-trained graduates at the Associate Diploma level for the local as well as the Gulf labor markets.

BY THE YEAR

2012

New look Associate Diplomas in Office management and Business Administration were introduced following the approval of the University Council. The new programs were designed after a feasibility study of the needs in the job market along with introducing advanced office skills in office management program; and contemporary application software such as QuickBooks in business administration program.

IN THE YEAR

2014

As the fields of networks and multimedia grew dramatically, the College introduced a new Associate Diploma in Network Administration that has been designed to address the needs of highly skilled and fully work-ready individuals in collaboration with Cisco Academy, enriched with relevant practical skills towards certifications such as Cisco CCENT, CCT and CCNA and Microsoft certifications. The Associate Diploma in Web and Multimedia Development has also been designed to equip graduates with the knowledge and skills for developing interactive multimedia websites that support the variety of business domains in the market achieving their missions.

2018

In its efforts to provide its students with the best skills and knowledge possible, the Collage of Applied Studies introduced the Associate diploma in Cybersecurity operation and Associate diploma in Accounting programs, which are two unique programs designed and offered to deliver upon the needs of the labor market, and be significant providers of market ready students with skills that match the aims of the university's strategies, the national economic objective, and the United Nations Sustainable Development Goals (SDGs).

MISSION

To provide outstanding applied research, academic programs and experience to empower learners to contribute to local and regional society and economy.

Vision

TO BECOME THE APPLIED TERTIARY EDUCATION HUB OF THE NATION FOR PROVIDING APPLIED ACADEMIC AND TRAINING PROGRAMS, APPLIED RESEARCH, AND ENTREPRENEURSHIP.

OBJECTIVES

1 To develop educational programs that will be able to produce competent graduates academically and professionally.

2 To provide broad education that fosters community and global responsibility.

3 To provide diploma graduates with capability to develop new ideas in their related fields and to adopt innovations in their fields.

4 To plan and develop an information system to be incorporated by any business establishment.

5 To proactively solve problems and maintains the various resources.

6 To acquire the appropriate communication skills that will make them able to deal with both management staff and customers alike to ensure the smooth-flowing and maximized success of that organization.

ENGINEERING PROGRAMS

The engineering programs are designed in order to educate students to be highly qualified diploma graduates in the field, with a rich diversity of skills and to prepare graduates to engage in life-long learning and to enhance their engineering practice, and to provide services to Bahrain society by achieving university standards.

OFFERS THE FOLLOWING PROGRAMS:
- Associate Diploma in Electrical Engineering
- Associate Diploma in Mechanical Engineering

TECHNICAL PROGRAMS

The technical programs in network administration and multimedia development provide the learners with a scholastic environment to engage them in IT which is continuously progressing in accordance with the latest market needs whereby upon successful completion of their course of study they will be able to integrate into the surrounding labor market to become skilled professionals.

OFFERS THE FOLLOWING PROGRAMS:
- Associate Diploma in Computer Networks Administration
- Associate Diploma in Web and Multimedia Development programs
- Associate Diploma in Cyber security Operations

THE COLLEGE has **14** computer laboratories, including a state-of-the-art Cisco lab, that operate continuously, are maintained by highly professional technicians and are accessible by all the students using their student ID login password.

ADMINISTRATIVE PROGRAMS

The administration programs in the College of Applied Studies offer an associate diploma in Business administration and an associate diploma in Office management. Both programs provide the learners with a scholastic environment to engage them in their field of specialization which are continuously progressing in accordance with the latest market needs whereby upon successful completion of their course of study they will be able to integrate into the surrounding labor market to become skilled professionals.
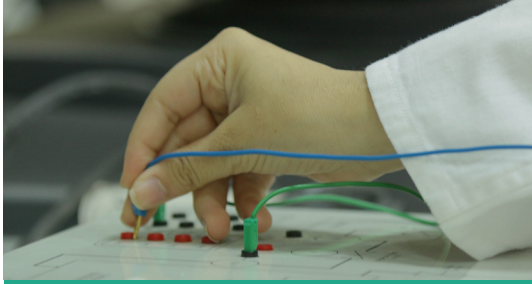
OFFERS THE FOLLOWING PROGRAMS:

- Associate Diploma in Business Administration
- Associate Diploma in Office Management
- Associate Diploma in Accounting

THERE are **16** classrooms and two meeting rooms that are used for tutorials, committees, departmental and college council meetings as well as for various group presentations.

UNDERGRADUATE INFORMATION

ASSOCIATE DIPLOMA IN ELECTRICAL ENGINEERING

This program was designed to equip students with a wide range of knowledge in electrical engineering disciplines according to a curriculum that was outlined to meet the development requirements in different industrial manners. In order to keep the pace with the technological development and understand the new operational and control systems in the industrial processes, electrical engineering has become a growing need in factories and operating electrical engines. The study plan for the Associate Diploma in Electrical Engineering requires students to successfully complete a total of 68 credit hours.

THE CURRICULUM OF ELECTRICAL ENGINEERING IS COMPOSED OF 66 CREDIT HOURS

- University requirements (5 credit hours)
- College requirements (9 credit hours)
- Major requirements (44 credit hours)
- Major support requirements (7 credit hours)
- Training (1 credit hours)

ASSOCIATE DIPLOMA IN MECHANICAL ENGINEERING

This program was designed to meet the needs of the vital role played by mechanical engineering in the economic development processes of industrial institutions. One of its key features is enhancing the students' computer skills and use of modern technology to find engineering solutions for many technological problems, which provides the students with a balanced introduction to both theory and practice. The study plan for the Associate Diploma in Mechanical Engineering requires students to successfully complete a total of 69 credit hours.

THE CURRICULUM OF MECHANICAL ENGINEERING IS COMPOSED OF 70 CREDIT HOURS

- University requirements (5 credit hours)
- College requirements (9 credit hours)
- Major requirements (40 credit hours)
- Major support requirements (14 credit hours)
- Training (2 credit hours)

ASSOCIATE DIPLOMA IN NETWORK ADMINIS-TRATION

As the networks grow in complexity so does the need for people who will implement and manage network infrastructure and solutions. A significant skills gap arises when technology outpaces professional skills development. The Associate Diploma in Networks Administration has been designed to address these needs. The objective of this program is to produce computer and networking technology graduates who are highly skilled and fully work-ready. The courses in this program contain a balance of current theory and relevant practical skills and help the student prepare for Professional Industry certifications such as Cisco CCENT, CCT and CCNA and Microsoft certifications which are highly accepted and regarded by the industry.

THE CURRICULUM OF NETWORK ADMINISTRATION IS COMPOSED OF 67 CREDIT HOURS

- University requirements (5 credit hours)
- College requirements (9 credit hours)
- Major requirements (52 credit hours)
- Major support requirements (3 credit hours)
- Professional internship (1 credit hours)credit hours)

ASSOCIATE DIPLOMA IN WEB AND MULTIMEDIA DEVELOPMENT

The Web has dramatically changed our world. Almost all businesses, governments, and individuals transactions are now in form of web-based applications. Successful websites depend on multimedia and interactivity. The Associate Diploma in Web and Multimedia Development has been designed to equip graduates with the knowledge and skills for developing interactive multimedia websites that support the variety of business domains in the market achieving their missions. The objective of this program is to produce web and multimedia technology graduates who are highly skilled and fully work-ready. The courses in this program contain a balance of current theory and relevant practical skills and help the student prepare for Professional Industry certifications.

THE CURRICULUM OF WEB AND MULTIMEDIA DEVELOPMENT PROGRAMS IS COMPOSED OF 66 CREDIT HOURS

- University requirements (5 credit hours)
- College requirements (9 credit hours)
- Major requirements (52 credit hours)
- Major support requirements (3 credit hours)
- Professional internship (1 credit hours)credit hours)

UNDERGRADUATE INFORMATION

ASSOCIATE DIPLOMA IN ACCOUNTING

The Associate Diploma in Accounting is a program that aims to graduate intermediate professional graduates working in different types of businesses by providing practical applications and training throughout the program. The proposed program covers various aspects of accounting and aims to graduate professionals able to immediately integrate in the various accounting and financial departments. This program enables the graduates to become more competitive and preferred among employers. The program also provides the students with various opportunities for continuous learning through pursuing further higher education degrees and through attaining specialized professional certificates.

THE CURRICULUM OF ACCOUNTING IS COMPOSED OF 66 CREDIT HOURS

- University requirements (5 credit hours)
- College requirements (9 credit hours)
- Major requirements (51 credit hours)
- Professional internship (1 credit hour)

ASSOCIATE DIPLOMA IN CYBERSECURITY OPERATIONS

The Associate Diploma in Cybersecurity Operations program prepares students to the needs of the workforce for skilled ICT professionals. Itis aligned to the Cisco Certified Network Associate Cyber Ops Certification that introduces the core security concepts and skills needed to monitor detect, analyze and respond to cybercrime, cyberespionage, insider threats, advanced persistent threats, regulatory requirements, and other cybersecurity issues facing organizations. It emphasizes the practical application of the skills needed to maintain and ensure security operational readiness of secure networked systems. The program is structured to focus on the practical, hands-on skills, backed by industry relevant partnerships making sure the program develop the relevant skills in pace with the rapidly changing ICT industry and filling the demand for cybersecurity related jobs in Bahrain.

THE CURRICULUM OF CYBERSECURITY OPERATIONS IS COMPOSED OF 68 CREDIT HOURS

- University requirements (5 credit hours)
- College requirements (9 credit hours)
- Major requirements (53 credit hours)
- Professional internship (1 credit hours)credit hours)

ASSOCIATE DIPLOMA IN BUSINESS ADMINISTRATION

The Business Administration Program has been recently updated to replace the Commercial Studies Program. The idea behind the new curriculum is to give the students more practical experience in the accounting and finance area. Senior year courses were designed to satisfy the requirements to sit for the Chartered Institute of Management Accountants (CIMA) exam and obtain the professional license. Computerized accounting, among others, is a new addition to the program, giving the students experience in commercial software to help compete in the job market.

THE CURRICULUM OF BUSINESS ADMINISTRATION IS COMPOSED OF 66 CREDIT HOURS

- University requirements (5 credit hours)
- College requirements (9 credit hours)
- Major requirements (27 credit hours)
- Major support requirements (15 credit hours)
- Major elective (9 credit hours)
- Training (1 credit hours)

EVERY STUDENT SHOULD CHOOSE A TRACK FOR MAJOR ELECTIVE (ME) COURSES. HE/SHE SHOULD REGISTER THREE COURSES FROM THE CHOSEN TRACK.

ASSOCIATE DIPLOMA IN OFFICE MANAGEMENT

This program aims at providing students with the essential technical and secretarial skills needed to conduct day-to-day secretarial and administrative office tasks in office support positions. It equips students with working knowledge of various computer applications in order to complete a broad range of office tasks such as drafting and typing Arabic/English letters, using database and spreadsheet programs, and preparation of reports.

THE CURRICULUM OF OFFICE MANAGEMENT IS COMPOSED OF 67 CREDIT HOURS

- University requirements (5 credit hours)
- College requirements (9 credit hours)
- Major requirements (39 credit hours)
- Major support requirements (12 credit hours)
- Training (1 credit hours)

ADMISSION

All applicants who meet the university requirements will be admitted to the College of Applied Studies such as the GPA in high school, aptitude test, personal interview as well as area of specialization in high school.

POLICIES ARE IN FORCE TO HANDLE TRANSFER STUDENTS AND TO JUDGE THE ACCEPTABILITY OF THEIR CREDITS TO BE TRANSFERRED.

GRADUATION REQUIREMENTS

All associate diploma programs in the College of Applied Studies are designed for students to graduate in 4 semesters as shown in the program requirements. The University bylaws permit students with a maximum of 8 semesters to complete the program. Students should achieve a minimum GPA of 2.00 out of 4.00 upon graduation. Students in the field of engineering and administrative programs are required to complete a two-month full time professional internship.

CAREER OPPORTUNITIES

CYBER SECURITY PROFESSIONALS, IT TECHNICIANS, WEB DESIGNERS, ACCOUNTANTS, EXECUTIVE SECRETARIES, OFFICE MANAGERS, SALES EXECUTIVES, BUSINESS ADMINISTRATORS, PAYROLL AND TAX TECHNICIANS, AND ASSISTANT ENGINEERS.

CONSULTANCY AND COMMUNITY SERVICES

THE COLLEGE OFFERS MORE THAN 20 DIFFERENT WORKSHOPS AS COMMUNITY SERVICES TO ALL GOVERNMENTAL AND PRIVATE SECTORS IN BAHRAIN IN THE FIELD OF ENGINEERING, TECHNICAL AND ADMINISTRATIVE ASPECTS. THE COLLEGE IN COLLABORATION WITH CISCO ACADEMY HAS ESTABLISHED A REGIONAL ACADEMY. THE ACADEMY PROVIDES CONSULTATION TO VARIOUS IT ESTABLISHMENTS IN BAHRAIN AND THE REGION.

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GET IN TOUCH

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