



BHCK

GLOBAL EDUCATORS
INSTITUTE



Academic Catalogue 2015-2016



The Academic Catalogue for Box Hill College Kuwait provides general information for students enrolled at the college. The objective of this document is to make students aware of the general policies and procedures of the college and to assist in their academic progress towards earning an academic qualification from the college. This catalogue contains the guidelines and standards but is not intended to be exhaustive of the rules and regulations applicable to students. Instead, it is intended as a general introduction to most rules and regulations and guidelines. The College reserves the right to amend, modify, clarify, or add to these documents or the rules, regulations, policies or procedures applicable to students, and to respond to specific situations in a manner that the administration deems appropriate under the circumstances.

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ACADEMIC CALENDAR	4
President's Message	4
Board of Trustees	6
About Box Hill College Kuwait.....	7
Campus Facilities and Resources	9
Student Affairs Division.....	11
Registrar and Admission.....	12
Tuition Fees*	17
Graduation Requirements.....	19
ACADEMIC DIVISION.....	20
General Academic Information	22
Academic policies.....	23
DEPARTMENT OF APPLIED ARTS AND DESIGN	29
Message from the Head of Department	30
Diploma of Graphic Design.....	32
Diploma of Interior Design and Decoration	43
Diploma of Website Development.....	54
DEPARTMENT OF BUSINESS STUDIES	64
Message from the Head of Department	65
Diploma of Management	67
Diploma of Marketing	76
Diploma of Banking Services Management	85
DEPARTMENT OF FOUNDATION STUDIES	95
Message from the Head of Department	96
E2- Beginner English (ENG010)	98
E3 - Intermediate English (ENG020).....	101
SFND Advanced English (ENG030)	104



ACADEMIC CALENDAR

FALL 2015

September

2-3	Wed – Thur	Student Orientation
3	Thursday	Last day to withdraw with 100% refund
6	Sunday	Classes begin
6-10	Sun – Thur	Add & Drop period
6-10	Sun – Thur	Enrollment with late charges (New Students)
6-10	Sun – Thur	Application for Honors Scholarship
6-29	Sun – Tues	Application for Social Allowance
17	Thursday	Last day to withdraw with 90% refund
22-24	Tues – Thur	Eid Al-Adha*
27	Thursday	College re-opens and classes resume

October

1	Thursday	Last day to withdraw with 50% refund. Any withdrawals after this date results in 0% refund
14	Wednesday	Hejri New Year*
25	Sunday	First tuition Installment due

November

5	Thursday	Last day for withdrawal with a grade of WA
26	Thursday	Second Installment due
29-30	Sun – Mon	Advising Week for Spring 16 registration

December

1 – 3	Tues – Thur	Continuing - Advising Week for Spring 16 registration
20-24	Sun – Thur	Change of Major application period for PUC students for the Spring 2016 Semester
23	Wednesday	Prophet's Birthday*
24	Wednesday	Last day of classes
24	Wednesday	Last day for scholarship student deferral application For the Spring 2016 Semester
27-31	Sun – Thur	Final Examinations

January

3 – 7	Sun – Thur	Continuing - Final Examinations
12	Tuesday	Grades posted
12-18	Tues – Mon	Grade Appeals

* Dates subject to change as per Ministry confirmation.



President's Message

Welcome to Box Hill College Kuwait!

As a woman pursuing a higher education opportunity, you are about to become part of a prestigious institution that continues to work towards the betterment of the Kuwait society. Whether you are seeking to improve your employability skills and qualifications, or pursue an academic pathway to undergraduate and graduate degree programmes, Box Hill College Kuwait (BHCK) is the right choice for you.

As the College's President, I pledge to persevere in the pursuit of continuous improvement at BHCK so as to ensure that providing quality tertiary education for all our students is the ultimate goal. In doing so, I will continue to take innovative academic initiatives and support activities that develop life-long competences and skills in our students. Faculty, staff, and the College's top management are all committed to providing students with an experience of rich learning and opportunities rendering the BHCK experience a well-rounded educational one.

As you decide to become a member of the BHCK family, many people will be at your service to guide you along the way. Faculty will instruct, inform and challenge you. Staff and administration will support you. Fellow students will inspire you. The rest is up to you. Ultimately, it is your responsibility to make sure you invest the time and effort, and take the initiative that will steer you towards success at BHCK and beyond. So the real question is: are you ready for this challenge? Are you ready to succeed in achieving your goals? If so, then we are here and ready to help you make your dream come true. I wish you much success in this undertaking.

Professor Ali Arifa

President



Board of Trustees

The Board of Trustees has the responsibility for formulating policy for the operation of Box Hill College Kuwait. It functions as the policy-making body charged with the governance and control of activities within BHCK.

Box Hill College Board Members

Abdul Rahman Khalifa Al-Shayji

Chairman Board of Trustees

Prof. Ali S. Arifa

President of Box Hill College Kuwait

John Maddock

CEO Box Hill Institute TAFE

Mrs. Refaa Al Refai

Deputy Manager FCCSAR Kuwait

Dr. Eqbal Al-Rahmani

Member Board of Trustees



About Box Hill College Kuwait

BHCK's Vision

To be a leading provider of quality higher education for women in the State of Kuwait.

BHCK's Mission

"As the sole private institution of higher education for women in Kuwait, Box Hill College Kuwait (BHCK) is committed to creating a quality learning environment for students that provides the opportunity to acquire necessary knowledge and skills to excel in the local job market, or to pursue further tertiary education pathways."

BHCK's Guiding Principles

BHCK is committed to continuing its pursuit of higher quality in tertiary education for women in the State of Kuwait.

BHCK is committed to the culture of continuous improvement and to seeking specialized accreditation from reputed international accreditation agencies.

BHCK is committed to currency of its academic programmes, quality improvement in teaching, relevance of research and active involvement with the Kuwait community.

BHCK plays a key role in attracting and preparing female students to be professionals and to acquire skills that allow them to serve the Kuwaiti economy.

BHCK plays an effective role in preparing female students to acquire skills that allow them to successfully pursue further tertiary education pathways.

BHCK is aware of the growth in the number of private universities offering in Kuwait and in the region, and it strives to build up viable comparative advantages in the face of increasing competition.

BHCK is committed to evolving into a regional attractive tertiary education institution for women. As a private college, BHCK will continue to develop sound financial strategies to support its academic programmes, initiatives and other academic activities.

BHCK Motto

"Knowledge & Skills – Building a Future"



Box Hill College Kuwait and Box Hill TAFE

As Kuwait began the privatisation of the higher education sector, there was an obvious need for a college committed to helping women develop the knowledge and skills to contribute to Kuwait's future. IIES, the owner and operator of Box Hill College Kuwait, took the initiative to assess and fulfil the need by establishing a dedicated facility aligned to international standards and accreditation.

Research and preparation by the IIES team set the Vision and Mission for the initiative which led to the formation of a strategic partnership with one of Australia's leading TAFE providers, Box Hill TAFE.

The BHI / BHCK strategic partnership ensures international quality and standards by providing:

- Curriculum with Australian accreditation, modified to suit local requirements
- Resource materials
- Quality evaluation and moderation
- Teacher training for quality assurance
- Assistance with equipment and staff selection
- Specialist staff to support academic delivery and operations
- Student web portals providing access to extensive online information and services.

About Box Hill TAFE

Box Hill TAFE has four main campuses within easy reach of Melbourne's central business district. Offering over 400 full and part-time courses covering a wide range of subject disciplines, leading to diploma and bachelor degrees, they provide students with a variety of pathways to employment, promotion and further higher study.

Established in 1924, Box Hill Institute has developed to be Victoria's No. 1 TAFE Institute in 2004 and 2005 and recipient of the Microsoft Education Award at the 2006 Australian Export awards.

BHI is a learning organization characterized by collaboration, energy and creativity. As one of Australia's premier TAFE colleges, they are building on a reputation where young people experience success, acquire relevant skills, knowledge and a global dimension to their learning.

Sound educational and industry attributes, combined with business and community partnerships, such as in Kuwait, are driving BHI to maintain its status as a leading global educator.

To learn more about BHI, visit their web site at www.bhtafe.edu.au and discover why so many students and parents choose it in Australia and internationally as the preferred college for higher education.

Campus Facilities and Resources

Box Hill College Kuwait is situated in Abu Halifa, an area that is rapidly becoming a recognized residential and commercial centre. The campus location, just off the Fahaheel Expressway, enables easy commuting.

Boasting a modern purpose-built campus of 50,000 square meters BHCK has designed its facilities and resources to suit all students' needs while creating an ideal environment for academic success and social interaction.

The campus includes indoor water features and outdoor covered seating in fully landscaped grounds to create a serene and enjoyable environment that promotes relaxation and stimulates innovation.

On-campus facilities and resources include:

Bookshop and Reprographic Centre

An onsite bookshop is available to all students, accommodating their need for stationary, text books, and art and computer supplies. A reprographic centre is also available for printing, binding, lamination and other similar services.

Car Parking

Ample car parking within the campus perimeter is available to faculty, staff, students and visitors. Students must display the Box Hill College car tag upon entering the college campus. These can be collected from the Admissions Department. Students and staff must park within the designated areas.

Dynamic Learning Resource Centre

The LRC is continually adding and developing services to support your learning needs. Services include:

- Electronic information resources
- Books and journals for borrowing
- Group and individual study areas
- Access to the Internet
- Skilled staff to help you find and make the best use of information for your course work.

Food Court

The food court is a custom-designed area that promotes social interaction while providing students with easy access to nourishment for refreshing breaks.

State-of-the-art Information and Communication Structure

The campus boasts a state-of-the-art information and communication structure that rivals many international campuses. We use the latest technologies, such as smart card access control, smart classrooms with electronic white-boards and dedicated PCs and information service spots throughout the campus.



Medical Support Services

BHCK recognizes the importance of creating a safe environment for studying and working, therefore, the college provides students with basic medical support services for minor injuries and emergency care. The medical centre is equipped with first aid equipment and certified nurses to attend to the students.

Prayer Room

Two prayer rooms, equipped with prayer mats, are available on campus at convenient locations.

Security

The Security Services provided on the campus of BHCK employs both physical and electronic security that ensures the safety of students whilst at college. The Security Division ensures BHCK rules and regulations are implemented and any violation that occurs may lead to disciplinary action.





Student Affairs Division

Division Overview

The Division of Student Affairs at Box Hill College Kuwait (BHCK) strives to contribute to the overall development of students. Through the provision of a variety of services and programmes, students are able to develop intellectually, spiritually, interpersonally, socially, emotionally and physically.

The Division of Student Affairs is comprised of different departments: Admissions and Student Records, Academic Counselling, Student Life, Marketing and Student Recruitment. Student Affairs intends to provide a student centric resource for supporting and managing the day to day needs of our student body.

The Division of Student Affairs staff is pleased to welcome those of you who are new to BHCK and extend best wishes to our returning students. We are here to serve and assist you.





Registrar and Admission

Department Overview

Here at BHCK, our main focus is to provide you with quality education that will aid you in pursuing your desired careers by enhancing your skills. We therefore accept qualified, motivated students regardless of ethnic background, religion, or disabilities.

All applications from individuals who have graduated or are graduating will be considered and will be selected subject to seat availability. Priority will be given to the most qualified students.

For inquiries, please contact the Admissions Department at 1842425 or e-mail us at registrar@bhck.edu.kw

Admission Requirement

Entry to BHCK requires completion of 11 to 12 years of education and the BHCK placement test. Students may qualify for government scholarship funding which will require a minimum grade point average or GPA (refer to PUC rules) among other criteria. The placement test helps students determine their level of English and Math proficiency. Placement test results determine any preparatory studies required to ensure the student can succeed in their chosen academic programme of study.

The Registrar and Admissions Department at BHCK accepts applications on an ongoing basis throughout the year. All applications from individuals who have graduated (or about to graduate) are considered, and approved subject to admission criteria and to seat availability.

All students applying to admission at BHCK must submit all of the following documents:

A completed application form (the form is available from the Registrar and Admissions Department at BHCK).

- 3 current passport size photos
- Photocopy of the Civil ID (valid) & the Passport
- Photocopy of Parent's Civil ID
- Two copies of the original high school transcript certified by the Ministry of Education (one must be in English)
- Evidence of high school equivalency (only for those students graduating from Private and Foreign Schools)
- 35 KD - Application Fees

If an applicant has taken either the TOEFL or IELTS and earned a score of 500 or 5.0 and above, (respectively), she may be allowed to start the academic programme directly (i.e., waived from taking the BHCK's Admission Placement Test, and from attending the Foundation Programme).



Retesting Conditions

BHCK's application and placement test result is valid for two consecutive semesters.

If an applicant took a placement test, but did not enroll within two semesters, the validity of the application and placement test will expire. To reactivate their application, the applicant must re-sit the placement test and pay a reactivation and test fee of KD 35.

Applicants who plan to take a re-test are required to pay a re-test fee of KD 20.

Any applicants who may have encountered technical problems during their placement test may re-sit the test, free of charge, as soon as the problems have been rectified. All instances of technical problems will be documented.

Readmission

If the applicant file has been deactivated for more than two consecutive semesters, the Applicant must then re-apply and admission fee is required.

Readmission is not guaranteed (depending on the seat availability - refer to the admission policy)

Student Selection

Student selection will be a fair, valid, reliable, flexible and transparent process. The college selects students using the selection criteria including the English Proficiency Test.

Upon completing a BHCK Application form and payment of the application fee, a student is given a test appointment upon which their English proficiency is determined. If the student fulfils all admissions requirements, they are offered a seat at BHCK given that the deposit fee is paid.

Student Transfer Policy

- Transfer credits refer to the course equivalencies granted towards a programme of study based on acceptable academic degree/diploma level course work at another accredited institution.
- Transfer student should not have any academic warnings and their CGPA should not fall below (2.00).
- Transfer credits are recorded on the BHCK academic record but will not be used in the calculation of a student's GPA and cumulative grade point average (CGPA).
- Transfer credits are not granted on the basis of any legal declaration or affidavit submitted in place of officially certified academic transcripts. The student must submit to the Office of the Registrar an original sealed transcript along with the course description documents.
- Transfer credits are contingent upon the student acceptance of the admission offer.
- Transfer documents should be submitted two months prior to the beginning of the semester in order to receive the BHI course transfer approval.



Credits Transfer Policy

Enrolment

Students must complete the Enrolment Form for the coming semester before they complete the current semester, and must abide by the enrolment dates given by the office of the Registrar and communicated via email.

It is the students' responsibility to check their BHCK email continuously as emails to students' accounts are considered an official means of communication to all BHCK students. If the students do not attend their classes within the first two weeks, they will be considered as a no show and the college reserves the right to withdraw them.

Scholarship students will be reported to the PUC and will lose their Scholarship.

Enrolment for new student

Upon receiving the Provisional Acceptance Letter stating the student's acceptance into the college, the student must pay the enrolment deposit fee within seven days of receiving the letter. Students are then required to sign the BHI Enrolment form, after which they will receive a Student Identification card.

Re-enrolment for continuing student

Before the end of the semester, students should consider re-enrolling in the college.

Self-sponsored students must pay a deposit fee to ensure a place for them in the coming semester, and scholarship students should sign an enrolment form.

Withdrawal and Reactivation

Withdrawal from the college

The College gives the students a reasonable time to withdraw their studies without penalty.

- If the student withdrew before the beginning of the semester then no records will appear on her academic transcript.
- If they withdraw from their studies within the published date, each course they were taking will be graded with a WA and will not affect their GPA.
- If the students withdraw from their studies after the published date, each course they were taking will be graded with a WF (Withdrawn Fail) which counts towards their GPA.

Scholarship students must complete the documents required by the Private Universities Council (PUC) in addition to BHCK exit and clearance forms.



Administrative Withdrawal

The President and the Student Scholastic Standing Committee reserve the right to withdraw a student from classes and/or the college for non-disciplinary reasons if such action is deemed in the best interest of the student and/or the college.

Reactivating student file

To reactivate the enrolment in the College after withdrawing or deferring the studies, the student needs to complete the Reactivation Request form available in the Office of the Registrar and submit one month prior to the start of the new semester.

Reactivation will be granted depending on the seat availability.

Change of Personal Details

It is the student's responsibility to keep the personal information found in the student record up to date and to provide supportive documents when needed. The student should notify the Office of the Registrar as soon as possible if any change occurred in the student address, contact number or any other personal details. The student must complete the Personal Detail Variation form available in the Office of the Registrar in order to ensure that the student's documents and results show correct details.

Change of Major

If the student wants to change her major, she must complete the Change of Major form available in the Office of the Registrar. The student needs to attach to this form any documents required. After processing the form the student will be informed of the college's decision.

Scholarship students need to abide by the scholarship rules. Please ask a registration officer for information about changing your major or visit the PUC website www.puc.edu.kw.

Student Identification Card

Upon enrolment at BHCK, students are issued an identification (ID) card that includes their BHCK Student ID Number for reference. This card provides students with access to academic resources and centres such as the Learning Resource Centre for their studies.

It is the college policy that all students and staff have their ID visible while on campus. The college is dedicated to the security and safety of all students and staff and will actively enforce the Student ID policy. Anyone refusing to present or not having their ID card in their possession may be asked to leave campus until they can produce proof they are enrolled. Replacement ID cards are available for a fee. Please consult with the student advisor for more details.



Replacing Lost ID Cards

Students who have lost or have had their ID card stolen must report it as soon as possible, complete the Access Card Replacement Form at the Cashier's office, and pay the replacement fee.





Tuition Fees*

**Tuition is subject to change at the discretion of BHCK Management*

NEW ADMISSION FEES:

Application Fee	KD35 (Non Refundable)
PUC Scholarship Application Processing	KD10 (Non Refundable)
Enrollment Deposit - upon registration (Foundation)	KD550*
Enrollment Deposit - upon registration (Diploma)	KD680*
*(See Refund Policy)	

Department of Foundation Studies - Pre-College Intensive English Programme:

Box Hill College Kuwait (BHCK) charges a total of KD 1,865 per level of the Foundation Studies. Each level lasts one semester.
(KD 1,788 tuition + KD 77 service fees).

DIPLOMA COURSE LEVEL:

Department	Diploma	Rate per Credit	Service Fee
Department of Business Studies	Diploma of Management	KD 151.000 per Credit Hour	KD 77 per Semester
	Diploma of Marketing		
	Diploma of Banking Services Management		
Department of Applied Arts & Design	Diploma of Website Development	KD 153.000 per Credit Hour	KD 77 per Semester
	Diploma of Graphic Design Diploma of Interior Design and Decoration	KD 167.000 per Credit Hour	KD 77 per Semester

Most academic courses are worth 3 credit hours, and students must complete a minimum of 63 credit hours to obtain a Diploma Qualification from BHCK.

Payment Options

Payment can be made by cash, K - Net & Visa / Master Card & personal cheques, issued in the name of "BOX HILL COLLEGE KUWAIT".



Deferred Payment Scheme

Students who choose the Deferred Payment Scheme, need to pay an Enrollment Deposit of KD 680 at the time of registration and the balance over a period of 2 months, with each payment made on or before the 25th of each month following the start of semester. An administrative fee of KD25 will be added to each installment. For installments paid after due dates, an additional late fee of KD25 will be charged.

For additional information on payment options, please contact:

Tel: 1842425 Ext. 577, 578

Legal obligation and Payment Declaration

Students who opt for the deferred payment scheme need to sign the Declaration form. Upon signing the Installment Plan and Declaration form the sponsor / parent / guardian of the student takes full responsibility to clear all the tuition fee / dues towards the student within the deadlines specified. Failure to make payment will give the college full rights to withhold the student's documents and certificates until outstanding payments are made in full.

Refund Policy

Refunds will be granted and assessed under the following criteria:

Before start of Semester	100 % of Tuition Fee
Maximum of 2 weeks from start of Semester	90 % of Tuition Fee
Maximum of 4 weeks from start of Semester	50 % of Tuition Fee
After 4 weeks from start of Semester	0% of Tuition Fee

Hold Policy

The students must complete all their outstanding payments during the deadlines specified. If payments are not settled, the college administration will take the following actions:
The student card will be blocked; therefore, the student will not be able to access any academic resources and centres such as the Learning Resource Centre for their studies.
Students will not receive any documents from their Academic Records. This includes original certificates and student transcripts.
The student will not be allowed to sit exams.

Course Cancellation

BHCK reserves the right to cancel a course due to lack of registration. A minimum of 10 students are required to run a course, otherwise class will be cancelled. In these cases, the Enrolment Deposit and Fees are 100% refundable.



Graduation Requirements

After the student has completed and passed all diploma requirements, a graduation ceremony will take place and the student will be awarded with the Diploma certificate from BHI Australia.

Graduation requirements

The expected graduates must complete and submit the below list of requirements in order for their diploma to be processed:

Forms:

- Application for Award Externally Accredited Course.
- Graduation Clearance and Exit form

Documents:

- Copy of a valid civil ID
- Certified copies of high school certificates

NOTE: Students must complete all their outstanding payments during the deadlines specified. If payments are not settled, the college administration will apply the **Hold Policy**.

Honors List

Graduating students who have earned a cumulative GPA between 3.20 and 3.51 will be on the Honors Graduation List for that year.

President's list

The designation Graduation President's List may be awarded to a graduating student who has earned a cumulative GPA of at least 3.51 and above.

Official and Unofficial Transcripts

Students must complete a Transcript Request Form and submit it to the Office of the Registrar. The first copy is free of charge. A fee will be charge for extra copies.

Students should be aware of the following:

- If you have an outstanding balance, your Transcript request will not be processed until the balance has been paid. (Refer to the Hold Policy)
- Transcripts are never faxed.
- Box Hill College is not responsible for delays caused by technical breakdowns.
- Students picking up their transcripts are required to show their BHCK ID.
- Parents/husbands picking up the student transcript should provide an official letter from the student giving them the permission to do so in addition to a copy of their civil ID and the student's civil ID.



ACADEMIC DIVISION





Division Overview

The Academic Division at BHCK is dedicated to providing students with a positive learning environment which gives the opportunity to excel in the global employment market.

The Academic Division is committed to the principle that providing students with ready access to knowledge and dedicated faculty remains the surest formula for producing future leaders of exceptional quality.

We also believe that student learning occurs both inside and outside of the classroom and therefore encourages students to participate in the experiential activities sponsored by their academic departments. We also encourage students to take advantage of the learning opportunities offered through our student life department available within the domain of the College.

As such, we are committed to helping each student become a responsible learner in a fast growing society with a sense of social responsibility and ethical judgment. We are committed to providing an opportunity for students to discover their academic strengths by constructing and maintaining an environment conducive for learning.

All of us in the Academic Division are here to assist you in any way possible to reach your educational goals. We encourage you to take full advantage of the opportunities available here at BHCK.





General Academic Information

Academic Advising

Our mission is to provide guidance, information, and assistance to all students as they move through the matriculation process, ensuring that students learn how to be self responsible, and know how to deal with their day to day problems in an effective and responsible manner.

This is why the Department of Student Affairs aims to give the students an opportunity to deal with their issues directly with the other party concerned. If no progress is made regarding the matter, then the Director of Student Affairs and the Student Affairs Coordinator are always there to help and support the students.

Changing student courses

Students may change their courses during the add/drop/withdrawal period which takes place the first week of classes during the Fall and Spring semesters, and during the first three days of classes during the Summer semester (if Summer courses are offered).

Students may not change their courses or schedule without prior approval from their Head of Department (HOD).

Course Cancellations

BHCK reserves the right to cancel a course due to insufficient number of students. Admission fees are 100% refundable.

A minimum of 10 students is required to run a course.





Academic policies

Attendance Policy

The College's educational standard and quality assurance objectives require that students attend all classes, laboratories, and/or required fieldwork on a regular basis.

- Students will receive by email warnings for absences from a Course of 6%, 13% and 20%.
- Students who miss 20% or more of classes, tutorials or laboratories may be prevented from sitting the final exam
- Students are marked absent or present only. Students are expected to be always on time. Any student arriving late may be denied entry to the classroom by the Instructor, in which case, the student will be officially marked as absent.
- Leaving early is not permitted unless given permission by the instructor.

A student who misses classes and/or required fieldwork is responsible for the work that is covered, and for following-up on any announcements that are made during her absence. If because of an absence, a student misses an assessment or assessment deadline, the instructor is not obligated to grant a second chance. Therefore, any absence might affect grades severely.

Students with pre-known issues which may cause them to miss a class must submit their issue in writing to the instructor and the Director of Student Affairs. Where possible, and based on valid verifiable circumstances, a temporary and supportive alternative lesson plan may be granted. It is important to note that failure to follow this procedure will subject the student to the standard attendance policy.

Attendance will be monitored by the class teachers to the standards set by the College, higher education in general and locally.

Student Code of Conduct

Box Hill College Kuwait fosters an academic community that is committed to the educational and personal growth of each and every student and therefore, enrolment in Box Hill College Kuwait obligates students to conduct themselves as responsible members of the college community. Behaviour that discredits the individual or the College, as generally determined by college rules and regulations, may result in disciplinary action.

Box Hill College Kuwait reserves the right to dismiss any student whose conduct is regarded as being in conflict with the best interests of the college or in violation of its rules and regulations. Behaviour that students should follow that matches the educational goals of the college includes the following:

- Respect yourself and others (students, faculty, and staff) regardless of culture, race, religion or social class. Harassment, bullying, fighting, threats, swearing at others (using



bad words), or calling others names will not be tolerated. Inform BHCK if you are harassed or bullied on campus.

- Behave appropriately. Ensure your actions and words support a learning and teaching environment. Always be polite and make sure what you are doing does not disrupt the teaching or learning of other students.
- Do not cheat, collude or plagiarise in assessments or assignments. Do not assist another student to cheat, collude or plagiarise.
- Turn off all mobile phones during class time.
- Respect the property of the BHCK community. Do not damage or remove property from the BHCK grounds. Take responsibility for your belongings. Do not leave valuables unattended. If any of your belongings go missing it is your responsibility for the loss.
- Do not place yourself or any other student in danger by reckless and irresponsible behaviour.
- Bring your Student ID Card to College every day and show it when requested by any BHCK staff member. You will only enter the college with your student ID.
- Do not smoke in the building or any other area where smoking is not permitted.
- Use the college resources responsibly avoiding wastage. Also consider the environment in general when using any resource in the College.
- Illegal drugs or anyone under the influence of drugs are not allowed.
- Student who take prescribed medication are required to be aware of medicinal side effects and not combine it with anything that can place themselves or others at risk. Notify BHCK if you are ill and cannot attend.
- Entry to the Campus of any unauthorized person or vehicle is NOT allowed. Entry or departure of a student on foot, during the set class timings, is not allowed for any reason whatsoever.

Make up Assessment policy

Students will submit their sick leave notes to the Director of Student Affairs the day the student returns from sick leave. Those notes will be dated and filed. In order for the Director of Student Affairs to consider a student sick leave note, the note should be dated, signed and stamped by a medical doctor.

Once the Director of Student Affairs receives the student sick leave note, an email is sent to inform the students' instructors, with a cc to the HOD, of the students' legitimate absence.

If the student misses an assessment due to sickness, she must submit a sick leave note for the assessment date in order to qualify for a make-up assessment. Students are entitled to just one make up assessment per course per semester.



Academic Probation, Suspension Policy

Academic Probation

All full-time mainstream students of the college are required to meet certain academic standards. Regulations regarding academic probation, suspension, and withdrawal are designed to provide close supervision of the programme of study and progress of students. Failure to meet standards will place students on academic probation or suspension. The minimum satisfactory standard of achievement is a cumulative grade point average of 2.00. Academic probation will be imposed after the student has attempted one semester in their chosen major.

Each student's transcript will be evaluated at the end of the Fall and Spring semesters. Because all students are expected to maintain an overall grade point average of at least 2.00, which is a requirement for graduation, any student whose cumulative grade point average is less than 2.00 will be placed on Academic Probation.

While on academic probation, students will have access to and the support of faculty and student advisors to discuss any extenuating circumstances. A student who does not take corrective action to improve academic performance while under academic probation risks academic suspension.

Academic Suspension

If after three consecutive semesters of academic probation, the cumulative grade point average falls below 2.0 the student placed on Academic Suspension for one semester. Academic Suspension is authorized by the appointed Student Scholastic Standing committee.

Students with scholarship awards will lose their scholarship standing with the Private Universities Council and Ministry of Higher Education.

Students with private scholarships and awards may also lose their entitlement for future funding.

Suspended students wishing to return to BHCK must have their file reviewed by the Registrar and the Student Scholastic Standing Committee for a determination of their eligibility to re-enroll. Students should contact the Registrar no later than 3 months prior to registration to have their file reviewed.

Petition Policy

If the student feels that she has been disciplined unfairly or wishes to appeal some other decisions which she considers to be unjustified or a violation of her rights, then the student should first contact her Student Advisor. If her case was not resolved, then the student is advised to fill out an appeal form, expressing her case, and submit it to the Office of the Registrar with the evidence needed and supportive documents.



Grade Appeal Policy

- If the student disagrees with an assessment or course grade (final grade), she must first talk to the instructor who will explain how and why the student received the mark.
- If the student is not satisfied, she may apply for a grade appeal. To do this the student must fill out the required forms from the Office of the Registrar, attach all the evidence related to the appeal, and then submit it to the Office of the Registrar. If the student does not provide the evidence, the appeal will be rejected.
- The students must submit their appeals within the dates given by the Office of the Registrar, which will be at the end of each semester and scheduled on the students' Academic Calendar.
- The Office of the Registrar will forward the appeal to the concerned committee.
- The appeals' result will be communicated within 15 days from the date of submission. The resolution of the appeal is final and cannot be appealed.

Terms & Conditions

- Grade Appeal has a KD 10 administrative charge.
- The administrative charge fee is refunded only if there is a miscalculation or typing error made by the college.

Assessment Deferral Policy

- An "AD grade" signifies the student is unable to complete the course for exceptional circumstances despite having completed a majority of the work in the course to a satisfactory level. AD grades are assigned at the request of the student and granted at the discretion of the instructor in consultation with the Head of Department (HOD).
- An AD will not be granted due to a failing grade. If an AD grade is issued, the faculty member and HOD determine what conditions must be met for the AD to be removed.
- The student has the responsibility to obtain from the instructor the specific conditions which must be recorded on the "Assessment Deferral" form.
- An AD must be made up within the time period determined by the HOD, with a maximum allowable time span eight weeks from the new semester.
- Failure to complete the assigned work will result in the AD being changed to an F grade (NN).

College Technology Policy

Staff and students at Box Hill College Kuwait are advised to use proper social and professional etiquette when using the college e-mail system. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. Box Hill College Kuwait does not condone the use of inappropriate language when writing messages to instructors, staff or students.

Any part of the BHCK technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted to be distributed. Any student who violates this policy will be severely disciplined which may result in suspension or immediate dismissal.

College e-mail services shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on computing resources or unwarranted and unsolicited interference with use of e-mail or e-mail systems. Engaging in any use that would interfere with another student's and/or employee's work or disruption of the intended use of network resources is prohibited. Penalties for misuse of e-mail, Internet or any part of Box Hill College Kuwait's IT resources are to be determined by the instructor, HOD or the Student Scholastic Standing Committee.



Academic Records and Privacy Policy

The student record is composed of academic and non-academic records, which includes copies of official photo, CID cards, pictures, legal document, high school transcripts, transfer credits and so forth. The academic record comprises a permanent record of all registrations, grades received, and credits earned at BHCK. The student record is maintained by the Office of the Registrar.

When a student submits an admission application and all required documents, the student has automatically given BHCK permission to verify the information in the application form and the submitted documents.

The Office of the Registrar is under no obligation to return, forward or make copies of any documents of the student academic record. Only upon the student's withdrawal or graduation will the official documents be returned.

No one outside the College shall have access to students' educational records nor will BHCK disclose any information from these records without the written consent of students except: (1) to personnel within the college, (2) to persons or organizations providing student financial aid, (3) to accrediting agencies carrying out their accreditation function, (4) to persons in compliance with a judicial order, (5) to organizations conducting studies to develop, validate, and administer predictive tests, or to improve instruction, (6) to parents or legal guardians of dependent or minor students.





DEPARTMENT OF APPLIED ARTS AND DESIGN





Message from the Head of Department

Welcome to Box Hill College Kuwait and the Department of Applied Arts and Design. The department offers the College's General Education programme and excellent undergraduate programmes leading to Diplomas in the fields of graphic design, interior design and website development.

Applied Arts and Design programmes provide students with a mix of artistic and technical knowledge to be used in today's competitive design careers. Successful graduates may start their own businesses, work on their own as freelancers or join established companies. The flexibility of an Applied Arts and Design diploma or Degree draws many to the industry, and traditionally needs a strong portfolio to stand out among the crowd.

The Department of Applied Arts and Design is a dynamic collective of innovative and talented staff working on the cutting edge of design, technology and arts practice. Our faculty consists of dedicated professionals with many years of experience, both as practitioners in their fields and as instructors keen to guide and assist you in your endeavours. Graduating students may find employment in areas as diverse as graphic art, interior design, web design and development, multimedia and Management Information Systems. Graduates may also choose to seek further study.

On behalf of the faculty and staff of the department, I welcome you into the exciting and innovative area of design and wish you all the best in your studies.

Neil F Rickards
Head of the Department of Applied Arts and Design





Academic Programmes and Qualifications

(2 years full time)

- Diploma of Graphic Design
- Diploma of Interior Design & Decoration
- Diploma of Website Development

Recognition

Diplomas are awarded for students who have completed the full study plan of 63 credit hours in the designated programme and have achieved a GPA of 2.0 or more. Credits transferred from other institutions are not used in computing a student's GPA but may be accepted towards a Diploma. A Recognized Prior Learning (RPL) process is also available under the same conditions as Credit transfer. Ask the Admissions staff about these processes.

Your qualifications will be recognized internationally and by the Private Universities Council in Kuwait.

Faculty Directory

Head of Department: Mr. Neil F Rickards 25458528 n.rickards@bhck.edu.kw
Departmental Assistant: Ms. Mina Kablani 25458513 m.kablani@bhck.edu.kw

Departmental Policies

The Department of Applied Arts and Design follows all the policies and procedures of the College. It is important to note that as we are a creative arts department all students are expected to strictly apply the Policy on Plagiarism and Collusion. Any other person's intellectual idea or copyright material used should either have the written permission of the copyright holder or be fully referenced according to the rules for academic use.

If you have any questions that what you are using infringes copyright or legal academic use, please see your lecturer for guidance. Any work submitted that contains illegal copyright material or improperly referenced intellectual ideas of others will immediately be given a fail grade and your case may be submitted to the College Discipline Committee for further action.



Plan of Study for The Diploma of Graphic Design Duration: 2 Years

	Course Code	Course Name	Credit Hours
1	IT111	BUSINESS TECHNOLOGY	3
2	DH101	DESIGN HISTORY	3
3	ENG110	CRITICAL READING AND WRITING1	3
4	IGD100	INTRODUCTION TO GRAPHIC DESIGN	3
4	IGD100-L	INTRODUCTION TO GRAPHIC DESIGN	LAB
5	DRA100	DRAWING	3
Total Credit Hours			15

	Course Code	Course Name	Credit Hours
1	TYP201	TYPOGRAPHY I	3
2	COL201	COLOUR	3
3	MAT100	Basic Maths	3
4	STU201	DESIGN CONCEPTS	3
5	DIA211	DIGITAL IMAGING	3
Total Credit Hours			15

	Course Code	Course Name	Credit Hours
1	IAD201	ILLUSTRATION AND DRAWING	3
2	DET222	DESIGN TECHNIQUES	3
3	ENG210	CRITICAL READING AND WRITING (II)	3
4	DD223	2D & 3D DESIGN	3
5	TYP202	TYPOGRAPHY 2	3
6	DIP201	PHOTOGRAPHY	3
Total Credit Hours			18

	Course Code	Course Name	Credit Hours
1	STA100	ELEMENTARY STATISTICS	3
2	ARB110	ARABIC	3
3	STU202	DESIGN STUDIO	3
3	STU202-L	DESIGN STUDIO - Lab	LAB
4	WDS201	WEB DESIGN	3
5	GPM201	PROJECT MANAGEMENT	3
6	PTW300	PRACTICAL TRAINING WORKSHOP / INTERNSHIP	LAB
Total Credit Hours			15



Diploma of Graphic Design

Program Code: CUV50311

The two-year Diploma of Graphic Design course is designed to deliver a variety of skills and concepts necessary for employment in the graphic design industry. You will gain drawing skills, visualizing skills, conceptual skills, as well as an understanding of the various print media, together with a thorough grounding in all the relevant industry standard software required to complete the job. Your major studies will include design theory, conceptual visualization, digital production and design, vector illustration, typography, packaging design, book or magazine layouts and finished art.

Career pathways

At the end of the course students will leave with a portfolio of work that will allow them to gain employment as a junior designer in the graphic design and related fields such as advertising, printing and publishing.

Successful completion of this course will enable you to articulate into a university degree locally or internationally (subject to individual university regulations).

Accreditation

Accredited by the Australian Qualifications Framework (AQF) in Australia and the Private University Council in Kuwait

Entrance requirements

Applicants need to have completed Grade 12 or equivalent in the Kuwaiti Government education system as well as pass the Box Hill College Kuwait (BHCK) English Language Test and Mathematics entrance test with a score of 80 or higher or successfully complete the Specialised Foundation Level (SFND) programme.

English language proficiency

A minimum IELTS score of 5.0 or TOEFL with a score of 500.

Course Structure

The course is completed over two years (four stages or semesters) of full time study. Year 1 covers the introductory skills and knowledge required. Year 2 covers the skills and knowledge required to achieve the Diploma.

Duration

Full-time (2 academic Years)



First Year Courses

Business Technology (IT111)

This is an intermediate-level course building on the information technology material covered in the Foundation I.T. course. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world application. The functions and usage of the software are taught through a hands-on approach whereby the students learn to utilize the software by performing multiple tasks as encountered in the workplace or other professional environments.

Prerequisites: CS030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Design History (DH101)

This course stresses visual communication practices, which requires an interaction of both history and theory. Candidates will be taught the key historical periods in relation to graphic design and asked to articulate ideas about visual communication history and theory and establish a meaningful individual research focus to support professional practice using the history of visual communication and key milestones in its development.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 1 (ENG110)

In any undergraduate programme, students are required to read and comprehend extensive, detailed written texts and write reports, summaries, and other academic papers. This course helps students to succeed in their undergraduate courses by improving their skills in reading and writing. It builds on the skills that they studied and practiced in previous levels.

Prerequisites: ENG030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Introduction to Graphic Design (IGD100)

This course introduces students to basic graphic design theory, techniques, processes and practical application in a specific design context. It aims to give a concise overview of the use of copyright materials and to develop an industry focus for Graphic Design practice.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Drawing (DRA100)

This course focuses on identifying, developing and refining drawing techniques and visual representation as cognitive tools. Graphic designers use drawing and visual representation to support their practice and this course aims to enable students to refine such drawing techniques to a high level, encompassing electronic methods but primarily focusing on the ability to draw manually.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Typography 1 (TYP201)

The course deals with how letter forms work and fit. Students will build on the foundation knowledge, skills and abilities they have learnt in the previously to identify the use of type to attract different emotional responses in the target audience. They will further explore their technical ability to interpret the visual relationships between letterforms and image. They will use their knowledge of the history of type and the key elements to assist them in producing a range of visual communication solutions.

Prerequisites: IGD100

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)



Colour (COL201)

This course focuses on colour perceptions, expressions and how the colour theory is reflected through any design artwork. Candidates will learn to combine their experience with color with an understanding of color theory. The course will emphasize digital printing concepts when dealing with color perceptions.

Prerequisites: IGD100

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Basic Maths (MAT100)

This is an intermediate-level course building on the mathematics material covered in the Foundation Programme. The subject matter encompasses areas of utmost importance for a college student in any discipline, and gives the students a strong foundation of those concepts, particularly as regards practical skills and problem-solving strategies. Topics include: Percentages, ratios, statistics, algebra, and others.

Prerequisites: MS030 Foundation or direct entry into Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Design Concepts (STU201)

This course develops the skills and knowledge required to originate and develop concepts for products, programmes, processes or services to an operational level. It emphasises an industry focus for graphic design practice and adapting that practice to meet both current and emerging industry opportunities. It is expected that the students will be able to work almost independently with little to no supervision or mentoring, but collaborate with others to generate ideas and refine concepts to the point where they can be implemented.

Prerequisites: IGD100

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)



Digital Imaging (DIA211)

This course focuses on the skills and knowledge required to prepare image files for pre-press processing. The course specification applies to the digital imaging industry where image files require processing before printing. It requires the self-directed application of skills and knowledge and processing techniques to prepare digital images for pre-press processing.

Prerequisites: IGD100

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Second Year Courses

Illustration & Drawing (IAD201)

This course encourages the development of a range of advanced visual communication techniques within work that conveys strong conceptual and theoretical engagement with the creative brief. The course enables students to gain the necessary skills and knowledge required to create a body of illustrative work for a range of purposes in both print and digital formats

Prerequisites: DRA100, IGD100

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Design Techniques (DET222)

This course teaches the skills and knowledge required to create and manipulate graphics by using a combination of creative design skills and technical software proficiency. Focusing on building and refining digital techniques using the Adobe Creative Suite this course allows students the opportunity to create visual communication materials to a professional standard using industry standard software.

Prerequisites: COL201

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 2 (ENG210)

This course is a continuation of Critical Reading and Writing 1, reinforcing the skills students learned in the previous semester. Critical Reading and Writing 2 helps students to succeed in their mainstream courses by improving their skills in reading and writing. In the course, students focus on comprehending and analyzing readings similar to those in their mainstream courses. They learn research skills and practice writing reports, summaries, responses and other academic papers that are comparable to the writings in their mainstream courses.

Prerequisite: ENG110

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



2D & 3D Design (DD223)

This course teaches the skills and knowledge required to plan and produce a body of two-dimensional (2-D) and three-dimensional (3-D) graphic design work in response to a variety of visual communication challenges that shows a well-developed command of relevant software programs as well as the creative ability to generate ideas to meet different needs. It involves a combination of well-developed technical, conceptual and organizational skills and focuses on producing quality visual communication using both traditional print methodology and digital techniques.

Prerequisites: STU201, TYP201

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 48 tutorial hours)

Typography 2 (TYP202)

This course focuses on the advanced typographical connections, its forms and how it functions. The objective deals with how letter forms work and fit together. Students will build experimentations to identify the use of type to attract different emotional responses in the target audience.

Prerequisites: TYP201

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Photography (DIP201)

Artists and designers create art to communicate and design ideas, thoughts, or feelings. They plan, analyze, and create visual solutions for problems and pose questions in form of images. This course describes the skills and knowledge required to produce photographic images that meet the requirements of a brief at an advanced level. Photographic images can include landscapes, objects and portraits.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Elementary Statistics (STA100)

This course introduces modern methods of descriptive and inferential statistics. The topics include descriptive statistics, probability, probability distributions, confidence intervals, hypothesis testing, linear regression, and correlation.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Arabic (ARB110)

This course is designed for students whose first language is Arabic. It focuses on the Arabic language as spoken from earliest times to the present. It includes Arabic philology, Classical Arabic, Modern Standard Arabic, and Arabic dialects. The multiplicity of the Arabic language, as well as the coexistence of colloquial and modern Arabic, is addressed in this course. The course intends to alert students to the wealth and intricacies involved in learning the Arabic language and its many cultures. The course emphasizes all four skills (reading, writing, listening and speaking). Vocabulary and grammar are expanded. It is taught in Arabic.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Arabic as a Second Language (ARB110-F(N))

This course is designed for students whose first language is not Arabic. It introduces students to the Arabic alphabet and script of modern written Arabic. It develops the students' knowledge in the four skill areas of reading, writing, listening and speaking. With a modern approach, it uses popular media and themes relating to contemporary experience. It is taught in Arabic.

Note: As the number of students who are eligible for this course is small and will fluctuate each semester, this course will not necessarily be offered every semester. It will be offered when there is sufficient demand due to student numbers.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Design Studio (STU202)

This course reflects the integrated creative process that is so important to artistic practice. It encourages the application of advanced design skills and knowledge encompassing a well developed command of materials, process and technique. This culminates in the production of an advanced portfolio of work which is able to convey strong conceptual and theoretical development. Research, experimentation and collaboration are key factors in this process. This may include opportunity for career development and 3rd party work experience.

Prerequisites: DD223

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 32 tutorial hours)

Web Design (WDS201)

This focuses on the performance outcomes, skills and knowledge required to create a user interface for an interactive media product. Candidates will be stressing on technical and creative specifications to demonstrate specific platforms to run an interface.

Prerequisites: TYP201

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Project Management (GPM201)

This course focuses on the outcomes, skills and knowledge required to use creative, technical and project management skills to develop a professional and innovative presentation of own creative work. In this course the student is expected to produce work encompassing all the skills of a graphic designer so, as such, should be attempted only in the final semester of their studies.

Prerequisites: DD223

Co-requisites: STU202

Course Load: 3 credit hours

Duration: 48 hours



Practical Training Workshop / Internship (PTW300)

In a student's final semester of study for the Diploma of Graphic Design, they will be required to apply and interview for a full time work experience internship in one of a number of highly regarded companies in Kuwait. The companies' names will be provided by the College. The internship will be done in conjunction with the Project Management course.

Prerequisites: None

Co-requisites: GPM201

Course Load: 0 credits

Duration: 5 weeks full time.



Plan of Study for The Diploma of Interior Design and Decoration

Duration: Full-time (2 academic Years)

Part-time/ Evening Stream (2½ Academic years plus 2 summer semesters).

Stage 1

	Course Code	Course Name	Credit Hours
1	IDF101	Design Fundamentals	3
2	IDH101	Design Theory & History	3
3	IDR101	Drawing for Interior Design	3
4	TDR101	Technical Drawing	3
5	IDA101	Applied Colour Theory	3
6	IT111	Business Technology	3
Total Credit Hours			18

Stage 2

	Course Code	Course Name	Credit Hours
1	IDS102	ID Studio 1	3
2	IDE203	Exhibition design	3
3	DIP201	Photography (Repeating students only)	3
4	IDC102	CAD	3
5	MAT100	Basic Maths	3
6	ENG110	Critical Reading & Writing 1	3
Total Credit Hours			18

Stage 3

	Course Code	Course Name	Credit Hours
1	IDB203	Building Construction	3
2	IDL203	Lighting	3
3	IDC203	Commercial & Residential interiors	3
4	IDF203	3D Forms	3
5	ENG210	Critical Reading & Writing 2	3
Total Credit Hours			15

Stage 4

	Course Code	Course Name	Credit Hours
1	IDS201	ID Studio 2	4
2	IDM201	Project Management	3
3	IDP201	Professional practice/portfolio	3
4	ARB110	Arabic	3
5	STA100	Elementary Statistics	3
Total Credit Hours			16



Diploma of Interior Design and Decoration

Program Code: MSF50213

By studying this qualification you will develop the skills and knowledge to become an interior designer and decorator, colour consultant or interior stylist. It teaches you how to create interior spaces to design industry standards, learn about the issues of style and how to apply finishes, furnishings and decorative treatments for domestic and commercial interiors. Studies will include colour studies, computer-aided design (CAD), construction, design, drawing and furnishings, as well as lighting, materials, planning and drafting. On completion of the programme you will be able to develop complete decorative schemes for the effective use of residential and commercial or institutional interior spaces, working with a client brief and within project parameters.

Career pathways

On successful completion of this course, you could enjoy self-employment as an interior decorator, colour consultant or interior stylist or become an in-house interior designer or decorator for design and decoration consultancies, furniture, furnishings and fabric suppliers, furnishing departments of retail stores or shop fitters.

Successful completion of this course will enable you to articulate into a university degree locally or internationally (subject to individual university regulations).

Accreditation

Accredited by the Australian Qualifications Framework (AQF) in Australia and the Private University Council in Kuwait

Entrance requirements

Applicants need to have completed Grade 12 or equivalent in the Kuwaiti Government education system as well as pass the Box Hill College Kuwait (BHCK) English Language Test and Mathematics entrance test with a score of 80 or higher or successfully complete the Specialised Foundation Level (SFND) programme.

English language proficiency

A minimum IELTS score of 5.0 or TOEFL with a score of 500.

Course Structure

The course is completed over two years (four stages or semesters) of full time study. Year 1 covers the introductory skills and knowledge required. Year 2 covers the skills and knowledge required to achieve the Diploma. A part-time evening programme is also available completed over 5 semesters plus two summers (if required).



First Year Courses

Design Fundamentals (IDF101)

In this course Interior Designers plan, analyse, and create visual solutions for interiors, exteriors and color analysis. They decide the most effective way of getting a message across using a variety of methods. Interior Designers use a variety of different forms to express how individuals can utilize a space. In undertaking this course, key areas of development include the communication of ideas and information, collecting, analysing and organising information; planning and organising activities will help the student do simple compositions in response to a brief. In addition to this we determine occupational health and safety implications of interior effects.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Design Theory & History (IDH101)

This course stresses the visual communication practices, which requires an interaction of both history and theory. Candidates will cover researching significant influences on contemporary and historical architectural styles and movements and interior decoration and design styles to access a range of information sources on historical, 20th Century and contemporary interior decoration and design styles. The information is used to identify how these influences inform current and future decoration and design projects and documenting these findings and information for use in decoration and design projects.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Drawing for Interior Design (IDR101)

This course teaches the skills and knowledge required to produce drawings that represent and communicate ideas. It does not relate to drawing as an art form. Ideas for communication are diverse and may include design concepts for objects, processes or spaces. Drawings may be for personal use or for presentation in exhibitions, tender bid proposals or publications. The emphasis will be on drawing by hand but electronic drawing may also be included. A range of drawing techniques will be demonstrated and a successful candidate will be expected to show some command of these techniques.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Technical Drawing (TDR101)

The Technical Drawing course will provide essential skills and knowledge required to understand suitable drawing techniques for representing the concept, determines purpose for drawings, and develops and refines a range of techniques to produce technical drawings. Technical drawing can be applied to a range of contexts where visual representation is needed. Students will explore the physical properties and capabilities of the range of materials, tools and equipment used for drafting. The course will go through a series of activities and assessments that starts with the basic skills of measuring info and drafting different types of geometric shapes, going through drafting simple orthographic projections and ending up with drafting simple plans and elevations.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)



Applied Colour Theory (IDA101)

This course supports the attainment of skills and knowledge required for experimentation and application of colour in interior decoration projects in order to achieve desired effects. It includes coverage of employability skills in problem solving, planning and organizing and initiative and enterprise in order to use and experiment with color to achieve desired decoration effects. Communication skills are required to interpret the effects of color on design and communicate color concepts using design tools such as color wheels and formulas. Self-management and learning skills are used to evaluate and review color development and selection processes. This course requires the student to demonstrate knowledge of manual drafting techniques to develop and present a folio of perspective drawings, plans and elevations in response to a client brief.

Prerequisites: None

Co-requisites: TDR101

Course Load: 3 credit hours

Duration: 48 hours (plus 48 tutorial hours)

Business Technology (IT111)

This is an intermediate-level course building on the information technology material covered in the Foundation I.T. course. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world application. The functions and usage of the software are taught through a hands-on approach whereby the students learn to utilize the software by performing multiple tasks as encountered in the workplace or other professional environments.

Prerequisites: CS030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

ID Studio 1 (IDS102)

This course is about interpreting the design brief for an interior residential space and evaluating possible design solutions. Projects will include design concepts related to furniture and accessories, soft furnishings, hard material and finishes for interiors. Students will consider cost, availability, environmental impact, durability, restorability and maintenance. Material boards along with presentation, visual demonstration and communication ensure that the Interior Designer meets project needs.

Prerequisites: IDF101, IDA101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 48 tutorial hours)

Exhibition Design (IDE203)

This course specializes in planning and developing an exhibition space. Students learn to develop and analyze museum spaces, document and research existing sites, document local, vernacular materials, lighting variations and art work placements within spaces. They gather research to allow a progression onto creating proposed exhibit structures, using locally sourced materials and techniques when collecting merchandise. Consideration into art displays and how to develop structures to house these objects in are of critical importance. This course is studio based and implements a variety of skills to complete work, including: CAD, sketching, testing layout plans, writing and critiques on work, as well as to produce a final, scaled physical model of design solutions. This work also focuses the importance of presentation, in which students produce A3 portfolio client packs of all work data into a book. This course allows students to gain confidence and to question and test real live space situations for a project.

Prerequisites: TDR101

Co-requisites: IDC102

Course Load: 3 credit hours

Duration: 48 hours (plus 48 tutorial hours)

CAD (IDC102)

This unit course prepares students to develop skills in computer based technology. This involves utilising design command icons to create floor plans, elevations and sections of buildings and interiors in 2 Dimension. This further develops into 3 Dimensional work, forming into model structures. Students learn to understand developing drawings in scale, how to edit and modify their drawings, to plot (print) and create presentations of final pieces. Students are encouraged to analyze and read a finalised CAD drawing and learn how to apply these techniques into other subjects - which allows students to visualize clearly what they are producing. Students also learn to apply materials, rendering and lighting to their work, to visualize and see textures of their proposals. This course allows students to gain strong skills which are widely used in the CAD industry.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Basic Maths (MAT100)

This is an intermediate-level course building on the mathematics material covered in the Foundation Programme. The subject matter encompasses areas of utmost importance for a college student in any discipline, and gives the students a strong foundation of those concepts, particularly as regards practical skills and problem-solving strategies. Topics include: Percentages, ratios, statistics, algebra, and others.

Prerequisites: MS030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 1 (ENG110)

In Mainstream, students are required to read and comprehend extensive, detailed written texts and write reports, summaries, and other academic papers. This course helps them to succeed in their mainstream courses by improving their skills in reading and writing. It builds on the skills that they studied and practiced in previous levels.

Prerequisite s: ENG030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Second Year Courses

Building Construction (IDB203)

The Building Construction course describes the basic skills and knowledge required to understand the nature and functioning of building construction terminology. The course identifies the construction features of elements and implications associated with common structural techniques used for walls, ceilings and floors and the materials finishing used. It also covers a simple assessment of main services that may include plumbing, drainage, electrics, gas and air conditioning, to determine suitability for design requirements. The students will also be introduced to building codes requirements and basic budget analysis for design projects.

Prerequisites: IDA101, TDR101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Lighting (IDL203)

This course is an introduction to the world of light and lighting. It provides the basic skills and knowledge required to understand both natural and artificial light for interiors. Students assess existing interior light conditions and develop drawings to represent and communicate proposed lighting concepts. They also select and specify appropriate to the case light fittings and produce technical drawings to ensure application results.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Commercial & Residential Interiors (IDC203)

The course describes the skills and knowledge required to apply researched information to formulate creative design solutions to a given space satisfying the physiological, social, cultural and environmental requirements of the brief. It also includes skills required to select materials and finishes for surface decoration and to arrange objects and elements within an interior space. During the semester two consecutive projects will be introduced one residential and the other commercial done simultaneously together. This studio course will allow students to develop projects for an ID portfolio.

Prerequisites: IDC102

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 48 tutorial hours)

3D Forms (IDF203)

This course specializes in both theory and practical, computer based work utilizing CAD. The unit is based upon research development for students to gain knowledge in various forms, spaces, shapes and orders within architecture and interior planning. The theory progresses onto 2D and 3D CAD developments, as well as 3D physical model making work, which allows students to gain an insight into applying their theoretical understanding into spatial relationships and scenarios to apply to both technical and physical means. This course also focuses on the importance of design vocabulary and to be able to recognize and place terms with structures. It aims to provide students an understanding to create and set out the best possible formats when making structures, to question their own work outcomes and reasons for planning in a certain way.

Prerequisites: IDC102

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 2 (ENG210)

This course is a continuation of Critical Reading and Writing 1, reinforcing the skills students learned in the previous semester. Critical Reading and Writing 2 helps students to succeed in their mainstream courses by improving their skills in reading and writing. In the course, students focus on comprehending and analyzing readings similar to those in their mainstream courses. They learn research skills and practice writing reports, summaries, responses and other academic papers that are comparable to the writings in their mainstream courses.

Prerequisites: ENG110

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

ID Studio 2 (IDS201)

This course is the final design studio and focuses on creating a complete solution for a complex site, which may include a high end residential or commercial site with multiple themes and usage areas, and has to satisfy requirements set by a client. Students have to develop concepts and ideas, and specify innovative and cost effective solutions for furniture, fixtures, artworks, soft furnishings, window treatments, as well as floor coverings. Plan layout proposals, market research, model making, presentation creation, and written reports, have to satisfy physiological, psychological, social, financial, cultural and environmental requirements of the project brief. This course will be taken in the student's final semester of the programme and must be studied in conjunction with IDP201.

Prerequisites: IDC203, IDF203



Co-requisites: IDP201

Course Load: 3 credit hours

Duration: 48 hours (plus 48 tutorial hours)

Project Management (IDM201)

This course provides students the skills and knowledge required to work pro actively with a client to develop and negotiate a design brief, as well as administer, monitor, finalize and review a project. Communication, planning, creative thinking, adaptability, response to change and idea creation, project management skills, meet timelines, quality, and budget requirements, are key elements that define the key role of a designer.

Prerequisites: IDL203

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Professional practice/portfolio (IDP201)

This course focuses on generation of concepts and solutions in response to a design challenge, taking as a starting point a brief, an idea, a product, a service, a process or system. The students plan, organize, determine styling requirements, solve design problems, do research, develop design ideas for a residential, retail, or commercial environment for permanent or temporary applications. They also source and specify design objects and elements to enhance visual effect in interior spaces. Students must continually refine, develop and evaluate their own conceptual and technical skills; research, experiment, communicate and collaborate with others as designers in any industry context and throughout the design process. The course also provides the skills to design and build a considered and complete portfolio, along with a CV, cover letter, business card and mailer that will be carried into an interview or review. This course will be taken in the student's final semester of the programme and must be studied in conjunction with IDS201.

Prerequisites: None

Co-requisites: IDS201

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)



Arabic (ARB110)

This course is designed for students whose first language is Arabic. It focuses on the Arabic language as spoken from earliest times to the present. It includes Arabic philology, Classical Arabic, Modern Standard Arabic, and Arabic dialects. The multiplicity of the Arabic language, as well as the coexistence of colloquial and modern Arabic, is addressed in this course. The course intends to alert students to the wealth and intricacies involved in learning the Arabic language and its many cultures. The course emphasizes all four skills (reading, writing, listening and speaking). Vocabulary and grammar are expanded. It is taught in Arabic.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Arabic as a Second Language (ARB110-F(N))

This course is designed for students whose first language is not Arabic. It introduces students to the Arabic alphabet and script of modern written Arabic. It develops the students' knowledge in the four skill areas of reading, writing, listening and speaking. With a modern approach, it uses popular media and themes relating to contemporary experience. It is taught in Arabic.

Note: As the number of students who are eligible for this course is small and will fluctuate each semester, this course will not necessarily be offered every semester. It will be offered when there is sufficient demand due to student numbers.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Elementary Statistics (STA100)

This course introduces modern methods of descriptive and inferential statistics. The topics include descriptive statistics, probability, probability distributions, confidence intervals, hypothesis testing, linear regression, and correlation.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Plan of Study for Diploma of Website Development

Duration: 2 Years

Stage 1

	Course Code	Course Name	Credit Hours
1	WDV101	Web Development Foundation	3
2	ENV101	IT Environment	3
3	PRG101	Programming (C++)	3
4	ENG110	Critical Reading & Writing 1	3
5	IT111	Business Technology	3
Total Credit Hours			15

Stage 2

	Course Code	Course Name	Credit Hours
1	WDV102	Introduction to Web Design	3
2	PRG102	Programming (Java)	3
3	DBS101	Introduction to Databases	3
4	ECM101	E-Commerce	3
5	ENG210	Critical Reading & Writing 2	3
6	MAT100	Basic Maths	3
Total Credit Hours			18

Stage 3

	Course Code	Course Name	Credit Hours
1	WDV201	Web Design Implementation	3
2	PMG201	Project Management	3
3	PRG201	Server-Side Scripting using PHP	3
4	DBS201	Relational Database Design	3
5	STA100	Elementary Statistics	3
Total Credit Hours			15

Stage 4

	Course Code	Course Name	Credit Hours
1	WDV202	Database Driven Web applications	3
2	WEB201	New Web Technologies	3
3	SDV202	System Development - Implementation	3
4	DBS202	Database Modeling	3
5	ARB110	Arabic	3
Total Credit Hours			15



Diploma of Website Development

Programme Code: ICT50615

This course provides practical training in the designing and implementation of a dynamic website application and includes computer applications programming. It covers the theory and practice of dynamic website design and development including graphical user interfaces, client programming, an introduction to object-orientated programming, web server application programming, database programming, database design and the management of a web site project.

Career pathways

This course may provide you with employment opportunities such as web developer, web development manager, web programmer, website manager, webmaster, web administrator or internet developer.

Successful completion of this course will enable you to articulate into a university degree locally or internationally (subject to individual university regulations).

Accreditation

Accredited by the Australian Qualifications Framework (AQF) in Australia and the Private University Council in Kuwait

Entrance requirements

Applicants need to have completed Grade 12 or equivalent in the Kuwaiti Government education system as well as pass the Box Hill College Kuwait (BHCK) English Language Test and Mathematics entrance test with a score of 80 or higher or successfully complete the Specialised Foundation Level (SFND) programme.

English language proficiency

A minimum IELTS score of 5.0 or TOEFL with a score of 500.

Course Structure

The course is completed over two years (four stages or semesters) of full time study. Year 1 covers the introductory skills and knowledge required. Year 2 covers the skills and knowledge required to achieve the Diploma.

Duration

Full-time (2 academic Years)

First Year Courses

Web Development Foundation (WDV101)

The students are given the knowledge, experience and hands - on experience with HTML 5 and XHTML needed to build and develop successful Web sites. Continuously, students develop their ability in the different parts of creating a Web site; namely, design its content, accessibility, workflow, functionality, and its visual appeal. Most hands on exercises train students to develop or create and save a markup language document to a given set of specifications using a text editor rather than an authoring tool.

A well-rounded balance of hard skills (HTML 5, CSS) and soft skills (Web Design, Web site promotion strategies) presents everything beginning Web developers need to know in order to build and promote successful Web sites.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

IT Environment (ENV101)

This course is concerned with the identification, assessment and control of conditions in the work environment that are harmful to the health and safety of people in all occupations and introduces students to the ethical, legal, and policy issues raised by designing, developing, and using information technology as well as examines the use of information technology tools and techniques in today's global business environment.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Programming C++ (PRG101)

Programming in C++ provides an overview of programming concepts, design and an introduction to coding using the C++ language. The course has a focus on creating working computer programs in C++. The course will address fundamental concepts of analysis, design, and testing and code development. It includes flowcharts, Boolean logic, control flow, data types and structures, variables, arrays, functions, pointers and introduces classes.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)



Critical Reading & Writing 1 (ENG110)

In Mainstream, students are required to read and comprehend extensive, detailed written texts and write reports, summaries, and other academic papers. This course helps them to succeed in their mainstream courses by improving their skills in reading and writing. It builds on the skills that they studied and practiced in previous levels.

Prerequisites: ENG030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Business Technology (IT111)

This is an intermediate-level course building on the information technology material covered in the Foundation I.T. course. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world application. The functions and usage of the software are taught through a hands-on approach whereby the students learn to utilize the software by performing multiple tasks as encountered in the workplace or other professional environments.

Prerequisites: CS030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Introduction to Web Design (WDV102)

An introductory course that investigates the business and technology of websites. Students study design issues such as navigation, usability, site architecture, search engine optimization, and Web 3.0 techniques. Students explore basic Web creation techniques, such as HTML, JavaScript, and Cascading Style Sheets (CSS). They learn how to interface with IT professionals to specify complex requirements. They create and publish their own sites to demonstrate their understanding of these issues.

Prerequisites: WDV101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)



Programming Java (PRG102)

This is intermediate level course will re-enforce and extend the student's knowledge of Object Oriented Programming using the Java Programming Language. The course builds on the knowledge and skills learnt in PRG101 Programming (C++). The topics include designing and using user-defined aggregate data structures, using and manipulating 1-D and 2-D arrays of these user defined data types, sorting arrays, searching arrays using a binary technique, file handling using random access algorithms, use debugging tools and tracing to debug code, documentation of code, designing and testing of student designed and built application.

Prerequisites: PRG101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 32 tutorial hours)

Introduction to Databases (DBS101)

This is an introductory level course to the theory and design of databases and the use of Database Management Systems. Even though this is an introductory course it assumes the student knows the basic terminology used with databases as covered in the Business Technology course. The topics include analysing the requirements for a database, documenting the requirements, designing the database using Entity-Relationship diagrams, the SQL Language, implementing the designed database in a DBMS using appropriate tools, creating and doing tests on the new database.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

E-Commerce (ECM101)

This course introduces students to plan, design, and evaluate web sites, how to launch an e-business from scratch, what technology is needed for developing e-commerce, how to market products, what ethical and legal factors to consider, and how to ensure security and integrity of data through various methods and technologies. Additionally students will gain exposure to the managerial and organizational implications of e-commerce and the relationships that must be maintained between a business and the technology drivers of e-commerce.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Critical Reading & Writing 2 (ENG210)

This course is a continuation of Critical Reading and Writing 1, reinforcing the skills students learned in the previous semester. Critical Reading and Writing 2 helps students to succeed in their mainstream courses by improving their skills in reading and writing. In the course, students focus on comprehending and analyzing readings similar to those in their mainstream courses. They learn research skills and practice writing reports, summaries, responses and other academic papers that are comparable to the writings in their mainstream courses.

Prerequisites: ENG110

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Basic Maths (MAT100)

This is an intermediate-level course building on the mathematics material covered in the Foundation Programme. The subject matter encompasses areas of utmost importance for a college student in any discipline, and gives the students a strong foundation of those concepts, particularly as regards practical skills and problem-solving strategies. Topics include: Percentages, ratios, statistics, algebra, and others.

Prerequisites: MS030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Second Year Courses

Web Design Implementation (WDV201)

This course is designed to teach students all the components to design, implement, and manage both static and dynamic websites. It describes the performance outcomes, skills and knowledge required to design and create a web page layout to an advanced level. It will also include complex cascading style sheets (CSS) that are attached to a mark-up language document. Students will use Adobe Dreamweaver to create, format, update, debug, and manage their individual web pages and websites. The course will begin with Adobe Dreamweaver on how to develop a Web site. Instruction will include: text; graphics; links; and tables. Students will then learn how to draw objects; create animations; and create special effects. The instructor will give step-by-step instructions, as well as in-depth explanation of these applications. The student will learn how to: work with objects; import; select and modify graphics.

Prerequisites: WDV102

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Project Management (PMG201)

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of an IT project.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Server-Side Scripting using PHP (PRG201)

This course is designed to teach students server side scripting using PHP and MySQL to develop dynamic web sites. Topics will include conditionals, functions, form processing, arrays, and loops. Students create a dynamic web site by developing database tables in MySQL, connecting to them using PHP and adding content to web pages.

Prerequisites: PRG102, DBS101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 32 tutorial hours)

Relational Database Design (DBS201)

This is an intermediate course that will expand your knowledge and skills in Database Management and Programming by practically implementing a relational database application from a specification using the SQL language, MySQL and MS Access as a front-end interface. It assumes the knowledge and skills obtained in DBS101 Introduction to Databases. The topics include reviewing the database design including data structures, queries, reports, access and security and the user interface, prototyping the design, importing data from existing systems, testing the prototype, implement the database, client approval and acceptance of the new database.

Prerequisites: DBS101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Elementary Statistics (STA100)

This course introduces modern methods of descriptive and inferential statistics. The topics include descriptive statistics, probability, probability distributions, confidence intervals, hypothesis testing, linear regression, and correlation.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Database Driven Web Applications (WDV202)

This course introduces the students to the more advanced techniques required to build complex, modern database driven applications. Based on previous knowledge of Web design principles, XHTML and CSS, this course covers the client-side and server-side processing that enables database interactions in dynamic intranet and Internet applications. Related topics include in web application security, deployment, and maintenance are also taught. All these concepts are applied in a group project that implements a fully functional database driven Internet application.

Prerequisites: WDV201, PRG201

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 32 tutorial hours)

New Web Technologies (WEB201)

This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

System Development – Implementation (SDV202)

This course prepares the student so they are able to implement a new IT system. Topics include the preparation of the development environment for the build phase and actual coding of the IT system; the day-to-day management of tasks associated with making sure that the software product is developed according to the design specifications and project plan; methods used to ensure that the properties of the entire system are tested and proved adequate before handover to the client or user for final acceptance testing.

Prerequisites: PMG201

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours (plus 16 tutorial hours)

Database Modelling (DBS202)

This is an advanced course that builds on and requires the knowledge and skills learnt in the previous two database courses. At the end of the course the student will be able analyse and design a multi-relation database to the needs of a client. The topics include determining the requirements of the database with the client, develop and document the logical data model, design and document data structures including DBMS constraints and validation rules, design a complex user-interface, queries and reports, design the security systems needed for the database, identify, develop and document backup and recovery requirements and procedures.

Prerequisites: DBS201

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Arabic (ARB110)

This course is designed for students whose first language is Arabic. It focuses on the Arabic language as spoken from earliest times to the present. It includes Arabic philology, Classical Arabic, Modern Standard Arabic, and Arabic dialects. The multiplicity of the Arabic language, as well as the coexistence of colloquial and modern Arabic, is addressed in this course. The course intends to alert students to the wealth and intricacies involved in learning the Arabic language and its many cultures. The course emphasizes all four skills (reading, writing, listening and speaking). Vocabulary and grammar are expanded. It is taught in Arabic.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Arabic as a Second Language (ARB110-F(N))

This course is designed for students whose first language is not Arabic. It introduces students to the Arabic alphabet and script of modern written Arabic. It develops the students' knowledge in the four skill areas of reading, writing, listening and speaking. With a modern approach, it uses popular media and themes relating to contemporary experience. It is taught in Arabic.

Note: As the number of students who are eligible for this course is small and will fluctuate each semester, this course will not necessarily be offered every semester. It will be offered when there is sufficient demand due to student numbers.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

DEPARTMENT OF BUSINESS STUDIES



Message from the Head of Department

Welcome to Box Hill College Kuwait and the Department of Business Studies, the first private academic business department for women in Kuwait offering national and international recognition. The department offers the College's General Education programme and excellent undergraduate programmes leading to Diplomas in the fields of management, marketing and banking services management.

The Business Studies department provides programmes aiming at the integrated education and training of future women leaders in the private and public sector. We provide students with a mix of theoretical and practical knowledge to be used in today's competitive business environment. Successful graduates may start their own businesses or join established companies. The flexibility of a business studies diploma draws many to the area and traditionally provides the skills to stand out among the crowd.

The Department of Business Studies is a dynamic collective of innovative and talented staff working at the cutting edge of business and banking practices. Our faculty consists of dedicated professionals with many years of experience, both as practitioners in their fields and as instructors keen to guide and assist you in your endeavours. Graduating students may find employment in areas as diverse as business managers in government, private enterprise or self-employed, marketing manager, marketing team leader, product manager, public relations manager, or a responsible position in banking or other deposit taking institutions' customer contact centre or retail financial services environment. Graduates may also choose to seek further study.

On behalf of the faculty and staff of the department, I welcome you into the exciting and innovative area of business studies and wish you all the best in your studies.

Neil F Rickards

Acting Head of the Department of Business Studies



Academic Programs and Qualifications

(2 years full time)

- Diploma of Management
- Diploma of Marketing
- Diploma of Banking Services Management

Recognition

Diplomas are awarded for students who have completed the full study plan of 63 credit hours in the designated program and have achieved a GPA of 2.0 or more. Credits transferred from other institutions are not used in computing a student's GPA but may be accepted towards a Diploma. A Recognized Prior Learning (RPL) process is also available under the same conditions as Credit transfer. Ask the Admissions staff about these processes.

Your qualifications will be recognized internationally and by the Private Universities Council in Kuwait.

Faculty Directory

Acting Head of Department: Mr. Neil F Rickards 25458528 n.rickards@bhck.edu.kw
Departmental Assistant: Ms. Maram Al Ajmi 25458530 m.alajmi@bhck.edu.kw

Departmental Policies

The Department of Business Studies follows all the policies and procedures of the College. It is important to note that, like all Colleges and Universities, all students are expected to strictly apply the policy on Plagiarism and Collusion. Any other person's intellectual idea or copyright material used should either have the written permission of the copyright holder or be fully referenced according to the rules for academic use.

If you have any questions that what you are using infringes copyright or legal academic use, please see your lecturer for guidance. Any work submitted that contains illegal copyright material or improperly referenced intellectual ideas of others will immediately be given a fail grade and your case may be submitted to the College Discipline Committee for further action.

**Plan of Study for The Diploma of Management
Stage 1****Duration: 2 Years**

	Course Code	Course Name	Credit Hours
1	BUS101	Introduction to Business	3
2	IT111	Business Technology	3
3	ENG110	Critical Thinking Reading and Writing	3
4	MAT100	Basic Math	3
5	ACC101	Principles of Accounting	3
Total Credit Hours			15

Stage 2

	Course Code	Course Name	Credit Hours
1	MGT101	Principles of Management	3
2	ORG222	Organizational Behavior	3
3	ENG210	Critical Thinking Reading and Writing	3
4	MKT101	Principles of Marketing	3
5	ARB110	Arabic	3
6	BUS200	Public Speaking	3
Total Credit Hours			18

Stage 2

	Course Code	Course Name	Credit Hours
1	ECO101	Principles of Microeconomics	3
2	STA100	Elementary Statistics	3
3	LDR202	Leadership	3
4	HR203	Human Resources	3
5	MGT220	Strategic Management	3
Total Credit Hours			15

Stage4

	Course Code	Course Name	Credit Hours
1	ECO102	Principles of Macroeconomics	3
2	FIN101	Principles of Finance	3
3	MGT201	International Business	3
4	BUS202	Fundamentals of Project Management	3
5	RSK224	Risk Management	3
Total Credit Hours			15



Diploma of Management

Programme Code: BSB51915

The BHCK Diploma of Management aims at providing the skills and knowledge in management practices today. The program develops skills in project management, principles of management, business communication, human resources and organisational behaviour.

The first year of the curriculum is oriented towards a basic understanding of the business environment where you will learn basic skills and concepts. The Diploma has a strong focus on financial judgement, critical thinking, management techniques, risk management and conflict resolution. In addition the curriculum encompasses strategic management and risk management..

Career pathways

On completion of this programme, you can apply for entrance level roles in leadership and management across a range of enterprise and industry contexts..

Successful completion of this course will enable you to articulate into a university degree locally or internationally (subject to individual university regulations).

Accreditation

Accredited by the Australian Qualifications Framework (AQF) in Australia and the Private University Council in Kuwait

Entrance requirements

Applicants need to have completed Grade 12 or equivalent in the Kuwaiti Government education system as well as pass the Box Hill College Kuwait (BHCK) English Language Test and Mathematics entrance test with a score of 80 or higher or successfully complete the Specialised Foundation Level (SFND) programme.

English language proficiency

A minimum IELTS score of 5.0 or TOEFL with a score of 500.

Course Structure:

The course is completed over two years (four stages or semesters) of full time study. Year 1 covers the introductory skills and knowledge required. Year 2 covers the skills and knowledge required to achieve the Diploma.

Duration

Full-time (2 academic Years)



First Year Courses

Business Technology (IT111)

This is an intermediate-level course building on the information technology material covered in the Foundation I.T. course. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world application. The functions and usage of the software are taught through a hands-on approach whereby the students learn to utilize the software by performing multiple tasks as encountered in the workplace or other professional environments.

Prerequisites: CS030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 1 (ENG110)

In any undergraduate programme, students are required to read and comprehend extensive, detailed written texts and write reports, summaries, and other academic papers. This course helps them to succeed in their undergraduate courses by improving their skills in reading and writing. It builds on the skills that they studied and practiced in previous levels.

Prerequisites: ENG030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 2 (ENG210)

This course is a continuation of Critical Reading and Writing 1, reinforcing the skills students learned in the previous semester. Critical Reading and Writing 2 helps students to succeed in their mainstream courses by improving their skills in reading and writing. In the course, students focus on comprehending and analysing readings similar to those in their mainstream courses. They learn research skills and practice writing reports, summaries, responses and other academic papers that are comparable to the writings in their mainstream courses.

Prerequisite: ENG110

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Basic Maths (MAT100)

This is an intermediate-level course building on the mathematics material covered in the Foundation Program. The subject matter encompasses areas of utmost importance for a college student in any discipline, and gives the students a strong foundation of those concepts, particularly as regards practical skills and problem-solving strategies. Topics include: Percentages, ratios, statistics, algebra, and others.

Prerequisites: MS030 Foundation or direct entry into Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Arabic (ARB110)

This course is designed for students whose first language is Arabic. It focuses on the Arabic language as spoken from earliest times to the present. It includes Arabic philology, Classical Arabic, Modern Standard Arabic, and Arabic dialects. The multiplicity of the Arabic language, as well as the coexistence of colloquial and modern Arabic, is addressed in this course. The course intends to alert students to the wealth and intricacies involved in learning the Arabic language and its many cultures. The course emphasizes all four skills (reading, writing, listening and speaking). Vocabulary and grammar are expanded. It is taught in Arabic.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Arabic as a Second Language (ARB110-F(N))

This course is designed for students whose first language is not Arabic. It introduces students to the Arabic alphabet and script of modern written Arabic. It develops the students' knowledge in the four skill areas of reading, writing, listening and speaking. With a modern approach, it uses popular media and themes relating to contemporary experience. It is taught in Arabic.

Note: As the number of students who are eligible for this course is small and will fluctuate each semester, this course will not necessarily be offered every semester. It will be offered when there is sufficient demand due to student numbers.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Introduction to Business (BUS101)

The basic principles of customer service and processing customer complaints are covered in this course. Other topics include diversity and innovation where students will build the skills and knowledge to recognize and interact productively with diversity in the workplace. Students will have the opportunity to learn about how to participate in workplace occupational health and safety (OHS) processes. In addition, it enables them to develop the skills and understanding of applying OHS practices at workplace.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Accounting (ACC101)

The Principles of Accounting course will provide the essential skills and knowledge required to understand the accounting cycle and to be able to prepare and maintain the daily accounting records (journal, ledger, financial statements) and the business documents like invoices and banking documents. It includes the processing of financial transactions and how to extract interim reports; the functions involved in preparation and processing of routine financial documents, preparing journal entries, posting journals to ledgers, preparing, banking and reconciling financial receipts, extracting a trial balance and interim reports and how to record general journal adjustment entries and to prepare end of period financial reports.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Marketing (MKT101)

This course introduces you to the essentials of marketing (key concepts, methods of analysis, strategies and tactics) critical to managing profitable customer relationships in today's dynamic and connected environment. You will learn how to describe performance outcomes, profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies, analyse consumer behaviour to target marketing to specific markets and specific needs and how to coordinate and review the promotion of an organization's products and services.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Principles of Management (MGT101)

MGT101 aims at providing the students with the essential principles of management. It highlights the key rules of management in the increasingly changing business world. In that context, it introduces the social responsibilities and ethics, which shape international management in our global village. The course also provides the opportunity to develop the skills and knowledge which enable students to plan and organise different aspects of the business and at various levels. In addition, the course covers leadership and control.

Prerequisites: BUS101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Organisational Behaviour (ORG222)

This course teaches the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

Prerequisites: BUS101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Public Speaking (BUS200)

This course provides students with the practical experience required to prepare, deliver and review a presentation to a target audience. Learners will learn how to effectively target an audience, deliver a presentation using effective presentation aids and monitor and review their presentations, in order to improve presentation performance.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Second Year Courses

Elementary Statistics (STA100)

This course introduces modern methods of descriptive and inferential statistics. The topics include descriptive statistics, probability, probability distributions, confidence intervals, hypothesis testing, linear regression, and correlation.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Microeconomics (ECO101)

This is an introductory course in microeconomic theory. The course focuses on examining the behaviour of individuals and firms in the market and the implications of their choices, using basic economic principles and tools.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Leadership (LDR202)

This unit covers the demonstration of leadership behaviour and personal and professional competence necessary to manage at a senior level. It may relate equally to leadership of a small to medium sized organization or a significant unit of activity in a large organization.

Prerequisites: ORG222

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Human Resources (HR203)

This course teaches the skills and knowledge required to execute tasks associated with the recruitment cycle and how to manage the performance of staff who report to them directly. It makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers. It also explains what is required to manage one's own performance and professional development, with particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Strategic Management (MGT220)

This course covers the skills and knowledge required to determine strategic change requirements and opportunities, and to develop, implement and evaluate change management strategies.

Prerequisites: MGT101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Macroeconomics (ECO102)

This course provides an overview of basic economic concepts and institutions, the nature of economic activity and an analysis of the function of the economic system. Students examine how an economy allocated and uses resources, and they evaluate its economic condition, students also study the interdependency of global economies.

Prerequisites: ECO101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



International Business (MGT201)

This course covers various components of International Business and discusses in detail Forecasting International Markets and Business Needs, Promoting Products and Services to International Markets, Profiling International Markets, in addition to Monitoring Market Opportunities.

Prerequisites: LDR202, HR203

Co-requisites: BUS202

Course Load: 3 credit hours

Duration: 48 hours

Fundamentals of Project Management (BUS202)

This course addresses the management of projects including the development of a project plan, administering and monitoring the project, finalizing the project and reviewing the project to identify lessons learnt for application to future projects as well as effectively developing the budget for the project.

Prerequisites: ACC101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Finance (FIN101)

This is an introductory course. The objective is to understand the basic concepts, principles, and functions of basic finance. Topics include the time value of money, valuation of bonds and stocks, financial analysis and working capital management.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Risk Management (RSK224)

This course covers the skills and knowledge required to manage risks in a range of contexts across the organization or for a specific business unit or area and develop and monitor implementation of an operational plan to provide efficient and effective workplace practices within the organization's productivity and profitability plans as well as developing systems and procedures to implement and facilitate the organization's operational plan.

Prerequisites: MGT220

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Plan of Study for The Diploma of Marketing

Duration: 2 Years

Stage 1

	Course Code	Course Name	Credit Hours
1	BUS101	Introduction to Business	3
2	IT111	Business Technology	3
3	MAT100	Basic Math	3
4	ENG110	Critical Thinking Reading and Writing	3
5	ACC101	Principles of Accounting	3
Total Credit Hours			15

Stage 2

	Course Code	Course Name	Credit Hours
1	MKT101	Principles of Marketing	3
2	ORG222	Organizational Behavior	3
3	ENG210	Critical Thinking Reading and Writing	3
4	BUS200	Public Speaking	3
5	ARB110	Arabic	3
6	MGT101	Principles of Management	3
Total Credit Hours			18

Stage 3

	Course Code	Course Name	Credit Hours
1	MKY200	Market Research	3
2	ECO101	Principles of Microeconomics	3
3	STA100	Elementary Statistics	3
4	MGT220	Strategic Management	3
5	HR203	Human Resources	3
Total Credit Hours			15

Stage 4

	Course Code	Course Name	Credit Hours
1	MGT201	International Business	3
2	ECO102	Principles of Macroeconomics	3
3	MKT235	Marketing Communication	3
4	BUS202	Fundamentals of Project Management	3
5	MKT221	Consumer Behaviour	3
Total Credit Hours			15



Diploma of Marketing

Program Code: BSB51215

The BHCK Diploma of Marketing aims at providing the skills and training in marketing to understand the vital role marketing plays in organisations today. The program develops skills in marketing planning and the theory behind marketing management and marketing practices.

The first year of the curriculum is oriented towards a basic understanding of the business environment where you will learn basic skills and concepts. The curriculum has a strong focus in market research, consumer behaviour and international marketing. In addition, the curriculum encompasses strategic marketing, branding and marketing communication.

Career pathways

On completion of this programme, you can apply for entrance level roles in a marketing team leading towards team leadership in conducting marketing campaigns and possible job titles of marketing manager, marketing team leader, product manager, public relations manager. Successful completion of this course will enable you to articulate into a university degree locally or internationally (subject to individual university regulations).

Accreditation

Accredited by the Australian Qualifications Framework (AQF) in Australia and the Private University Council in Kuwait

Entrance requirements

Applicants need to have completed Grade 12 or equivalent in the Kuwaiti Government education system as well as pass the Box Hill College Kuwait (BHCK) English Language Test and Mathematics entrance test with a score of 80 or higher or successfully complete the Specialised Foundation Level (SFND) programme.

English language proficiency

A minimum IELTS score of 5.0 or TOEFL with a score of 500.

Course Structure

The course is completed over two years (four stages or semesters) of full time study. Year 1 covers the introductory skills and knowledge required. Year 2 covers the skills and knowledge required to achieve the Diploma.

Duration

Full-time (2 academic Years)



First Year Courses

Business Technology (IT111)

This is an intermediate-level course building on the information technology material covered in the Foundation I.T. course. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world application. The functions and usage of the software are taught through a hands-on approach whereby the students learn to utilize the software by performing multiple tasks as encountered in the workplace or other professional environments.

Prerequisites: CS030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 1 (ENG110)

In any undergraduate programme, students are required to read and comprehend extensive, detailed written texts and write reports, summaries, and other academic papers. This course helps them to succeed in their undergraduate courses by improving their skills in reading and writing. It builds on the skills that they studied and practiced in previous levels.

Prerequisites: ENG030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 2 (ENG210)

This course is a continuation of Critical Reading and Writing 1, reinforcing the skills students learned in the previous semester. Critical Reading and Writing 2 helps students to succeed in their mainstream courses by improving their skills in reading and writing. In the course, students focus on comprehending and analysing readings similar to those in their mainstream courses. They learn research skills and practice writing reports, summaries, responses and other academic papers that are comparable to the writings in their mainstream courses.

Prerequisite: ENG110

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Basic Maths (MAT100)

This is an intermediate-level course building on the mathematics material covered in the Foundation Program. The subject matter encompasses areas of utmost importance for a college student in any discipline, and gives the students a strong foundation of those concepts, particularly as regards practical skills and problem-solving strategies. Topics include: percentages, ratios, statistics, algebra, and others.

Prerequisites: MS030 Foundation or direct entry into Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Arabic (ARB110)

This course is designed for students whose first language is Arabic. It focuses on the Arabic language as spoken from earliest times to the present. It includes Arabic philology, Classical Arabic, Modern Standard Arabic, and Arabic dialects. The multiplicity of the Arabic language, as well as the coexistence of colloquial and modern Arabic, is addressed in this course. The course intends to alert students to the wealth and intricacies involved in learning the Arabic language and its many cultures. The course emphasizes all four skills (reading, writing, listening and speaking). Vocabulary and grammar are expanded. It is taught in Arabic.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Arabic as a Second Language (ARB110-F(N))

This course is designed for students whose first language is not Arabic. It introduces students to the Arabic alphabet and script of modern written Arabic. It develops the students' knowledge in the four skill areas of reading, writing, listening and speaking. With a modern approach, it uses popular media and themes relating to contemporary experience. It is taught in Arabic.

Note: As the number of students who are eligible for this course is small and will fluctuate each semester, this course will not necessarily be offered every semester. It will be offered when there is sufficient demand due to student numbers.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Introduction to Business (BUS101)

The basic principles of customer service and processing customer complaints are covered in this course. Other topics include diversity and innovation where students will build the skills and knowledge to recognize and interact productively with diversity in the workplace. Students will have the opportunity to learn about how to participate in workplace occupational health and safety (OHS) processes. In addition, it enables them to develop the skills and understanding of applying OHS practices at workplace.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Accounting (ACC101)

The Principles of Accounting course will provide the essential skills and knowledge required to understand the accounting cycle and to be able to prepare and maintain the daily accounting records (journal, ledger, financial statements) and the business documents like invoices and banking documents. It includes the processing of financial transactions and how to extract interim reports; the functions involved in preparation and processing of routine financial documents, preparing journal entries, posting journals to ledgers, preparing, banking and reconciling financial receipts, extracting a trial balance and interim reports and how to record general journal adjustment entries and to prepare end of period financial reports.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Marketing (MKT101)

This course introduces you to the essentials of marketing (key concepts, methods of analysis, strategies and tactics) critical to managing profitable customer relationships in today's dynamic and connected environment. You will learn how to describe performance outcomes, profile a target market or market segments in accordance with a marketing plan and to develop market positioning strategies, analyse consumer behaviour to target marketing to specific markets and specific needs and how to coordinate and review the promotion of an organization's products and services.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Principles of Management (MGT101)

MGT101 aims at providing the students with the essential principles of management. It highlights the key rules of management in the increasingly changing business world. In that context, it introduces the social responsibilities and ethics, which shape international management in our global village. The course also provides the opportunity to develop the skills and knowledge which enable students to plan and organise different aspects of the business and at various levels. In addition, the course covers leadership and control.

Prerequisites: BUS101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Organisational Behaviour (ORG222)

This course teaches the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

Prerequisites: BUS101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Public Speaking (BUS200)

This course provides students with the practical experience required to prepare, deliver and review a presentation to a target audience. Learners will learn how to effectively target an audience, deliver a presentation using effective presentation aids and monitor and review their presentations, in order to improve presentation performance.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Second Year courses

Elementary Statistics (STA100)

This course introduces modern methods of descriptive and inferential statistics. The topics include descriptive statistics, probability, probability distributions, confidence intervals, hypothesis testing, linear regression, and correlation.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Microeconomics (ECO101)

This is an introductory course in microeconomic theory. The course focuses on examining the behaviour of individuals and firms in the market and the implications of their choices, using basic economic principles and tools.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Market Research (MKT200)

This unit describes the performance outcomes, skills and knowledge required to conduct an analysis of market data in order to determine organizational and competitor business performance, and to prepare market and business forecasts that assist in targeting marketing activities and in drawing up a marketing plan.

Prerequisites: MKT101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Human Resources (HR203)

This course teaches the skills and knowledge required to execute tasks associated with the recruitment cycle and how to manage the performance of staff who report to them directly. It makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers. It also explains what is required to manage one's own performance and professional development, with particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Strategic Management (MGT220)

This course covers the skills and knowledge required to determine strategic change requirements and opportunities, and to develop, implement and evaluate change management strategies.

Prerequisites: MGT101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Macroeconomics (ECO102)

This course provides an overview of basic economic concepts and institutions, the nature of economic activity and an analysis of the function of the economic system. Students examine how an economy allocated and uses resources, and they evaluate its economic condition, students also study the interdependency of global economies.

Prerequisites: ECO101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



International Business (MGT201)

This course covers various components of International Business and discusses in detail Forecasting International Markets and Business Needs, Promoting Products and Services to International Markets, Profiling International Markets, in addition to Monitoring Market Opportunities.

Prerequisites: LDR202, HR203

Co-requisites: BUS202

Course Load: 3 credit hours

Duration: 48 hours

Fundamentals of Project Management (BUS202)

This course addresses the management of projects including the development of a project plan, administering and monitoring the project, finalizing the project and reviewing the project to identify lessons learnt for application to future projects as well as effectively developing the budget for the project.

Prerequisites: ACC101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Marketing Communication (MKT235)

This course teaches the skills and knowledge required to implement marketing activities described in a marketing plan, to monitor their effectiveness in meeting organizational marketing objectives, and take actions to improve marketing performance.

Prerequisites: MKT200

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Consumer Behaviour (MKT221)

This course takes advantage of marketing opportunities by analysing market data, distinguishing the characteristics of possible markets and assessing the viability of changes to business operations.

Prerequisites: MKT200

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Plan of Study for the Diploma of Banking Services Management Duration: 2 Years

Stage 1

	Course Code	Course Name	Credit Hours
1	BUS200	Public Speaking	3
2	MAT100	Basic Math	3
3	IT111	Business Technology	3
4	ENG110	Critical Reading and Writing 1	3
5	ACC101	Principles of Accounting	3

Stage 2

	Course Code	Course Name	Credit Hours
1	FIN201	Financial Markets and Institutions	3
2	FIN103	Introduction to Financial Services	3
3	ACC200	Cost Accounting	3
4	FIN200	Financial Management	3
5	ACC102	Accounting Systems	3
6	ARB110	Arabic	3

Stage 3

	Course Code	Course Name	Credit Hours
1	ECO101	Principles of Microeconomics	3
2	STA100	Elementary Statistics	3
3	LDR202	Leadership	3
4	HR203	Human Resources	3
5	ENG210	Critical Reading and Writing 2	3

Stage 4

	Course Code	Course Name	Credit Hours
1	ECO102	Principles of Macroeconomics	3
2	MGT201	International Business	3
3	BUS202	Fundamentals of Project Management	3
4	FIN221	Financial Products And Services	3
5	FIN220	Investment Banking	3



Diploma of Banking Services Management

Programme Code: FNS50915

The BHCK Diploma in Banking Services Management aims at providing the skills and knowledge in banking services today. The program develops skills in accounting, financial management, financial markets and institutions.

The first year of the curriculum is oriented towards a basic understanding of the business environment where you will learn basic skills and concepts. The Diploma has a strong focus on the financial services industry and financial products and services. In addition, the curriculum encompasses investment banking and leadership.

Career pathways

On completion of this programme, you can apply for entrance level employment in banking and related organisations leading towards jobs such as team leader or branch manager roles in branch environments, sales and marketing, small business banking, commercial and retail lending, customer contact service centre management. Successful completion of this course will enable you to articulate into a university degree locally or internationally (subject to individual university regulations).

Accreditation

Accredited by the Australian Qualifications Framework (AQF) in Australia and the Private University Council in Kuwait

Entrance requirements

Applicants need to have completed Grade 12 or equivalent in the Kuwaiti Government education system as well as pass the Box Hill College Kuwait (BHCK) English Language Test and Mathematics entrance test with a score of 80 or higher or successfully complete the Specialised Foundation Level (SFND) programme.

English language proficiency

A minimum IELTS score of 5.0 or TOEFL with a score of 500.

Course Structure

The course is completed over two years (four stages or semesters) of full time study. Year 1 covers the introductory skills and knowledge required. Year 2 covers the skills and knowledge required to achieve the Diploma.

Duration

Full-time (2 academic Years)

First Year Courses

Business Technology (IT111)

This is an intermediate-level course building on the information technology material covered in the Foundation I.T. course. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world application. The functions and usage of the software are taught through a hands-on approach whereby the students learn to utilize the software by performing multiple tasks as encountered in the workplace or other professional environments.

Prerequisites: CS030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 1 (ENG110)

In any undergraduate programme, students are required to read and comprehend extensive, detailed written texts and write reports, summaries, and other academic papers. This course helps them to succeed in their undergraduate courses by improving their skills in reading and writing. It builds on the skills that they studied and practiced in previous levels.

Prerequisites: ENG030 Foundation or direct entry to Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Basic Maths (MAT100)

This is an intermediate-level course building on the mathematics material covered in the Foundation Program. The subject matter encompasses areas of utmost importance for a college student in any discipline, and gives the students a strong foundation of those concepts, particularly as regards practical skills and problem-solving strategies. Topics include: Percentages, ratios, statistics, algebra, and others.

Prerequisites: MS030 Foundation or direct entry into Diploma qualification study

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Arabic (ARB110)

This course is designed for students whose first language is Arabic. It focuses on the Arabic language as spoken from earliest times to the present. It includes Arabic philology, Classical Arabic, Modern Standard Arabic, and Arabic dialects. The multiplicity of the Arabic language, as well as the coexistence of colloquial and modern Arabic, is addressed in this course. The course intends to alert students to the wealth and intricacies involved in learning the Arabic language and its many cultures. The course emphasizes all four skills (reading, writing, listening and speaking). Vocabulary and grammar are expanded. It is taught in Arabic.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Arabic as a Second Language (ARB110-F(N))

This course is designed for students whose first language is not Arabic. It introduces students to the Arabic alphabet and script of modern written Arabic. It develops the students' knowledge in the four skill areas of reading, writing, listening and speaking. With a modern approach, it uses popular media and themes relating to contemporary experience. It is taught in Arabic.

Note: As the number of students who are eligible for this course is small and will fluctuate each semester, this course will not necessarily be offered every semester. It will be offered when there is sufficient demand due to student numbers.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Accounting (ACC101)

The Principles of Accounting course will provide the essential skills and knowledge required to understand the accounting cycle and to be able to prepare and maintain the daily accounting records (journal, ledger, financial statements) and the business documents like invoices and banking documents. The students will study the functions involved in preparation and processing of routine financial documents, preparing journal entries, posting journals to ledgers, preparing, banking and reconciling financial receipts, and extracting a trial balance and interim reports, record general journal adjustment entries and prepare end of period financial reports.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Accounting Systems (ACC102)

The course focuses on accounting systems and how to maintain books and prepare financial statements by using MYOB software with more explanation about the accounts receivable and payroll. The students will learn how to modify and operate an integrated computerized accounting system generally under supervision and encompassing processing transactions within the system, maintaining the system, producing reports and ensuring system integrity. Other content includes preparation of source documents, journal entries, adjusting entries, general ledgers, subsidiary ledgers, payroll records, and financial statements. More specifically the course covers the skills and knowledge required to reconcile and monitor financial accounts receivable systems, identify bad and doubtful debts and plan a recovery action and remit payments to sundry creditors as well as record and prepare payroll documentation, deal with enquiries in regard to payroll, and process payroll from provided data in manual or computerized payroll systems.

Prerequisites: ACC101

Co-requisites: ACC101 as a co-requisite is possible but not recommended.

Course Load: 3 credit hours

Duration: 48 hours

Introduction to Financial Services (FIN103)

This course enables students to develop the necessary skills and knowledge to embark upon a successful career in the financial services sector in a clerical or administrative role. It also provides them with the necessary skills and knowledge to communicate effectively at workplace with customers and with their co-employees. In addition, it enables them to develop the skills and understanding of applying OHS practices at workplace.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Financial Management (FIN200)

The Financial Management course will provide the essential skills and knowledge required to maintain records for fixed assets and inventory, maintain the taxation accounting records and process lodgements and develop financial reports.

Prerequisites: ACC101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Financial Markets and Institutions (FIN201)

The Financial Markets and Institutions course will provide the students with the essential skills and knowledge required to help them to work and make appropriate decisions within the parameters of laws, regulations and organizational guidelines. At the end of course, the student will have become familiar with the roles and responsibilities of government bodies, the financial services industry and will have learned to comply with laws and industry standards.

Prerequisites: FIN103

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Public Speaking (BUS200)

This course provides students with the practical experience required to prepare, deliver and review a presentation to a target audience. Learners will learn how to effectively target an audience, deliver a presentation using effective presentation aids and monitor and review their presentations, in order to improve presentation performance.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Second Year courses

Elementary Statistics (STA100)

This course introduces modern methods of descriptive and inferential statistics. The topics include descriptive statistics, probability, probability distributions, confidence intervals, hypothesis testing, linear regression, and correlation.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Microeconomics (ECO101)

This is an introductory course in microeconomic theory. The course focuses on examining the behaviour of individuals and firms in the market and the implications of their choices, using basic economic principles and tools.

Prerequisites: None

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Critical Reading & Writing 2 (ENG210)

This course is a continuation of Critical Reading and Writing 1, reinforcing the skills students learned in the previous semester. Critical Reading and Writing 2 helps students to succeed in their mainstream courses by improving their skills in reading and writing. In the course, students focus on comprehending and analysing readings similar to those in their mainstream courses. They learn research skills and practice writing reports, summaries, responses and other academic papers that are comparable to the writings in their mainstream courses.

Prerequisite: ENG110

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Leadership (LDR202)

This unit covers the demonstration of leadership behaviour and personal and professional competence necessary to manage at a senior level. It may relate equally to leadership of a small to medium sized organization or a significant unit of activity in a large organization.

Prerequisites: FIN103

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Human Resources (HR203)

This course teaches the skills and knowledge required to execute tasks associated with the recruitment cycle and how to manage the performance of staff who report to them directly. It makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers. It also explains what is required to manage one's own performance and professional development, with particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

Prerequisites: FIN103

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Principles of Macroeconomics (ECO102)

This course provides an overview of basic economic concepts and institutions, the nature of economic activity and an analysis of the function of the economic system. Students examine how an economy allocated and uses resources, and they evaluate its economic condition, students also study the interdependency of global economies.

Prerequisites: ECO101

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



International Business (MGT201)

This course covers various components of International Business and discusses in detail Forecasting International Markets and Business Needs, Promoting Products and Services to International Markets, Profiling International Markets, in addition to Monitoring Market Opportunities.

Prerequisites: LDR202, HR203

Co-requisites: BUS202

Course Load: 3 credit hours

Duration: 48 hours

Fundamentals of Project Management (BUS202)

This course addresses the management of projects including the development of a project plan, administering and monitoring the project, finalizing the project and reviewing the project to identify lessons learnt for application to future projects as well as effectively developing the budget for the project.

Prerequisites: ACC200

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

Financial Products and Services (FIN221)

This course provides the necessary skills and knowledge which enables the students to understand, plan, and manage financial products and services. The students will be able to diagnose small business customer needs and wants and identify, match and communicate banking products and services to reflect these requirements. It also provides the theory and ability to manage a team of customer service officers offering tailored services to small business customers and includes establishing and monitoring performance measures, high level problem solving, and opportunity seeking and reporting. Moreover, the course allows students to communicate and network with a wide range of people internal and external to the organization to increase efficiency, build continuing relationships and improve sales. Finally, it builds their capabilities to develop a sales strategy using advanced techniques and to monitor and evaluate its success.

Prerequisites: FIN200, FIN201

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours



Investment Banking (FIN220)

This course examines the impact of today's changing, competitive environment on commercial banks and banking services, as well as the entire financial services industry. Students will gain a better understanding of the risks associated with loans and securities, the process of securitization, excessive leverage and inadequate liquidity. This course will teach the skills and knowledge required to determine and implement appropriate security options in relation to individual customers to protect the organization against loss and exposure and gain a solid foundation in the key issues confronting managers today as they become familiar with basic financial models used to formulate decisions and better understand the strengths and weaknesses of data analysis and dealing with securitization.

Prerequisites: FIN200

Co-requisites: None

Course Load: 3 credit hours

Duration: 48 hours

DEPARTMENT OF FOUNDATION STUDIES





Message from the Head of Department

In choosing to come to Box Hill College, you have made a commitment to life-long learning and to fulfilling your potential. This applies to your personal lives as young women and your future professional lives as the next generation of business women and professionals in Kuwait. While studying at BHCK and, in keeping with our college's motto and guiding principles, you will be building your future. To do this, you need to develop the skills required to pursue and succeed in further tertiary education and the business and design community.

The first step for you on your path to success is to successfully transition into your Diploma courses. The role of the Department of Foundation Studies is to provide you with the necessary tools, skills and knowledge that you need to succeed. Our department mission is to identify your needs and provide the quality teaching and productive learning environment to maximize your potential. Our highly qualified and well experienced faculty come from many different countries and each faculty member has a wealth of knowledge and skills to share. They work collaboratively with you to help you realise your goals in life and build the foundation for your future. Your future success and happiness is our number one goal and we are here to support you, and ensure you have all the opportunities to learn, grow and achieve that goal.

Good Luck!

Claire Hamilton
Head of Department
Department of Foundation Studies



Introduction to the Department

The Department for Foundation Studies delivers a range of English as a Foreign Language (EFL) programs and preparatory courses to equip students from non-English speaking backgrounds with the fundamental skills required to succeed in their mainstream studies. Students admitted to BHCK may be required, dependant on their BHCK Admissions Test results, to complete at least one semester of the Foundation Studies courses. Depending on their test results and academic record, students are counselled and advised on the level into which they are placed.

Purpose of the Department

- To upgrade English language skills
- To prepare for further studies

Admission Requirement

- Year 12 graduate or equivalent
- Minimum BHCK Admissions Test score qualifying entry to EFL Level 1

Courses Structure

E2: EFL Level I

E3: EFL Level II

SFND: Foundation Level (EFL, Mathematics and Computer Skills)



Programme Code: E2

Programme Title:

E2- Beginner English (ENG010)

Course Codes / Titles / Hours

ENG010 / Beginner English / 264 Hours

Programme Duration and Contact Hours

Semester 16 Weeks

264 Total Delivery Hours

Prerequisites

Sufficient Score on BHCK Placement Test

Programme Objectives

Students will develop English skills in the following areas: listening, speaking, reading and writing

Programme Materials

Required Textbook(s)

- Cutting Edge (starter) New Edition, Cunningham, Moor, Redstone and Crace. Pearson, 2013
- Cutting Edge (elementary) New Edition, Cunningham, Moor, Redstone and Crace, Pearson 2013
- Read This (Intro) Aspin, Blass, Gordon, March. Cambridge University Press 2012
- Read This (1) Aspin, Blass, Gordon, March. Cambridge University Press 2012
- Q: Skills for Success Listening and Speaking, Jamie Scanlon. Oxford University Press, 2011.
- Oxford Wordpower Dictionary (3rd ed.). Oxford University Press.
- Vocabulary Notebook. In-House Publication.

Supplementary Materials: Handouts from the instructor



Programme Learning Outcomes

<p>RS010: Beginning Reading</p> <p>Improve your reading and read extensively at a high beginner level. Improve your reading speed. Read and discuss readings both verbally and in written form. Be able to read a text critically and discuss with peers. Make simple conclusions about the text that the students have read. Understand the main idea of a text. Identify and understand the supporting details. Increase your vocabulary. Guess the meaning of vocabulary in context. Preview a reading text using appropriate skills. Read two short stories and complete an assignment covering the main skills.</p>
<p>WS010: Beginning Writing</p> <p>Recognize and write a grammatically correct sentence using the appropriate sentence structure elements. Write sentences using the grammar taught at this level. Recognize and use parts of speech correctly. Be able to write sentences in the simple present, present progressive, simple past, and future tenses. Improve spelling. Write a paragraph based on a 5 step process: 1) mapping/brainstorming 2) Outline 3) First draft 4) editing and revising 5) final draft Write a clear topic sentence. Understand the structure of a paragraph Write a cohesive paragraph using the correct structure.(topic sentence, sentences with supporting details, using basic connectives such as “and” and “but”, and a concluding sentence) Write a 5 sentence paragraph and increase it to an 8 sentence paragraph. Improve your writing extensively in journals and other written tasks.</p>
<p>LS010: Beginning Listening and Speaking</p> <p>Improve your ability to listen and understand the English language. Improve your ability to speak and express yourself in the English language. Practice pre-listening skills such as previewing questions and predicting to increase your</p>



listening comprehension.
Engage in group and class discussions.
Engage in note taking activities at a basic level.
Prepare and research topics.
Give short prepared presentations.
Prepare and deliver basic power point presentations using prompts.
Demonstrate effective presentation skills such as body language and delivery techniques.

General Course

Understand and follow simple instructions
Recognize main ideas and supporting details in all the skills
Identify the sequence of every skill.
Understand the difference between fact and opinion and being able to recognize them.
Be able to take notes and improve on your note taking skills.
Increase your vocabulary and be able to use these new words correctly.
Demonstrate an understanding of roots and affixes.
Use the grammar taught at this level.
Be able to conduct simple research.
Use an English-English dictionary.
Improve your spelling of commonly used words
Manage your time during class
Understand the skills and concepts of what makes a student successful (attendance, participation, preparation, homework).



Programme code: E3

Programme Title:

E3 - Intermediate English (ENG020)

Course Codes / Titles / Hours

ENG020 / Intermediate English / 264 hours

Programme Duration and Contact Hours

Semester 16 Weeks

264 Total Delivery Hours

Programme Prerequisites

Sufficient Score on BHCK Placement Test or completion of ENG010

Programme Objectives

Students will develop English skills in the following areas: listening, speaking, reading and writing

Programme Materials

Required Textbook(s)

New Language Leader Elementary . Ian Lebeau, Gareth Rees. Pearson Education. 2014.
Elementary Language Leader Workbook. D'Arcy Adrian-Vallence. Pearson Education. 2008.
Reading Power 2 (4th edition). Beatrice Mikulecky & Linda Jeffries. Pearson Education. 2005.
Effective Academic Writing 1 (2nd ed.). Alice Savage & Masoud Shafiei. Oxford University Press. 2012.

Q: Skills for Success 2, Listening and Speaking, Margaret Brooks, Oxford University Press. 2011

Study Dictionary of American English (2nd ed.) Longman Pearson. 2011.

Vocabulary Notebook. In-House Publication.

Supplementary Materials:

Handouts from the instructor



Programme Learning Outcomes

<p>RS020: Intermediate Reading</p> <p>Read extensive texts successfully at a low-intermediate level. Use reading strategies, such as previewing and predicting, skimming and scanning, identifying main ideas and supporting details, guessing meaning of vocabulary in context, to increase reading comprehension. Respond critically to written texts. Identify facts, opinion sentences, characters, plots and understand the story line. Identify and differentiate between reasons and results.</p>
<p>WS020: Intermediate Writing</p> <p>Write simple, compound sentences and main, subordinate clauses with correct capitalization and punctuation. Demonstrate knowledge of a variety of prewriting activities, such as brainstorming, clustering and outlining. Write paragraphs with correct formatting, a topic sentence, two to three supporting ideas and a concluding sentence (descriptive – narrative and opinion). Be aware of formal and informal speech as well as register (3rd person, indirect speech and passive voice). Read, identify main ideas from a text and summarize using own words. Write a narrative, descriptive, opinion and cause - effect paragraph.</p>
<p>LS020: Intermediate Listening and Speaking</p> <p>Recognize main ideas, details and organizational patterns in oral and written texts. Engage in group and class discussions, using more complex conversational management skills to express opinions. Give longer prepared and impromptu presentations. Do research based on intermediate listening and speaking assignments. Note taking, organizing notes to answer questions. Identify language function such as expressing opinion, suggestions, apologizing, offering help and asking for it, asking for and offering help.</p>
<p>General Course</p> <p>Follow written and verbal instructions. Use an English-English dictionary to learn new vocabulary appropriate to the level. Manage time during in-class activities. Apply critical thinking skills to reading tasks. Use the grammar taught at this level in speaking and written activities.</p>



Creating and managing a portfolio or file, both digitally and manually.



Programme Code: SFND

Programme Title:

SFND Advanced English (ENG030)

Course Codes / Titles / Hours per Semester

ENG030 / Advanced English / 264 hours

MS030/Mathematics/32hours

CS030 / Computer Skills / 24 hours

Programme Duration and Contact Hours

Semester 16 Weeks

320 Total Delivery Hours

Programme Prerequisites

Sufficient score on BHCK Placement Test or completion with “Pass” for ENG020 course.

Programme Objectives

Students will develop skills in the following areas: writing, reading, listening, speaking (presentations), basic math skills and basic computer skills.

Programme Materials

Text Book(s) for ENG030

- Language Leader Intermediate, Pearson Longman
- More Reading Power 3 (Third Edition). Pearson Longman
- Weaving It Together, 3rd Edition, Milada Broukal
- Women in Business, Penguin Readers
- British & American Short Stories, Penguin Readers
- Active Study Dictionary (5th ed.). Pearson Longman. 2010.
- Vocabulary Notebook. In-House Publication.

Text Book(s) for MS030

- Basic College Mathematics – 10^e International Edition (Richard N. Aufmann and Joanne S. Lockwood)

Text Book(s) for CS030

- Language of Computers. Alana Hosick, In House Text, 2011.
- Basic Computer Skills CS030 Workbook, Sara Abou Said, In House Text, 2013

Supplementary Materials: Handouts from the instructors



Programme Learning Outcomes
ENG030

RS030: Advanced Reading

Recognize main ideas, supporting details, examples and organizational models in complex oral and written texts
Apply reading strategies, such as previewing and predicting, skimming and scanning, guessing meaning of vocabulary in context and to increase reading comprehension
Become familiar with grammatical concepts of the language with practice and examples
Develop and build up the required vocabulary through different techniques
Introduce scenarios and work with students' problem-solving skills

WS030: Advanced Writing

Write a **Comparative Essay** following four paragraphs pattern.
Introduce students to a different array of writing genres and activities: writing a well-structured and organized comparative essay, writing a biographical profile, writing a report.
Prepare students to communicate in a high-style business matter.
Familiarize students with concept of problem-solving and writing a formal email as a step to develop essential business communication skills.
Provide experience to students to carry out realistic business tasks, problems or situations such as making presentations, writing reports, emails, and using English in social situations.
Paraphrase ideas from readings to provide support and avoid plagiarism

LS030: Advanced Listening and Speaking

Demonstrate skills in note taking, identifying key information and synthesizing the advanced oral texts.
Conduct academic conversations/discussions/ interviews.
Deliver five minutes prepared and impromptu presentations.
Recognize main ideas, supporting details and organizational patterns in complex oral and written texts
Work with scenarios to develop critical thinking

General Course

Follow complex verbal and written instructions
Demonstrate an understanding of the research process
Use an English-English dictionary to learn new vocabulary appropriate to the level
Manage time during in-class activities
Apply critical thinking skills to reading tasks
Use the grammar taught at this level in speaking, reading and written activities



MS030

Content	Performance Criteria
1. Whole Numbers	Define a digit a whole number Identify the order relation between two numbers Write whole numbers in words and in standard form Round a whole number to a given place value Add whole numbers Subtract whole numbers without borrowing Subtract whole numbers with borrowing Multiply a number by a single digit Multiply large whole numbers Divide by a single with no remainder in the quotient Divide by a single with remainder in the quotient Divide by large whole numbers
2. Rational Numbers	Identify the order relation between two integers Add integers Subtract integers Multiply integers Divide integers Add and subtract rational numbers Multiply and divide rational numbers Use the order of operations agreement to simplify expressions
3. Fractions	Identify the odd, even and prime numbers Find the least common multiple (LCM) Find the greatest common factor (GCF) Write fraction that represents part of a whole Write an improper fraction as a mixed number or a whole number and a mixed number as an improper fraction Find equivalent fractions by raising to higher terms Write fraction in simplest form Identify the order relation between two fractions Add fractions with the same denominator Add fractions with different denominator Add whole numbers, mixed numbers and fractions





	<p>Subtraction fractions with the same denominator Subtraction fractions with different denominator Subtract whole numbers, mixed numbers and fractions Multiply fractions Multiply whole numbers, mixed numbers and fractions Divide fractions Divide whole numbers, mixed numbers and fractions</p>
4. Decimals	<p>Write decimal in standard form and in words Round a decimal to a given place value Add decimals Subtract decimals Multiply decimals Divide decimals</p>
5. Ratio and Proportion	<p>Introduction to Ratio Write the ratio of two quantities in simplest form Determine whether a proportion is true</p>
6. Percentages	<p>Introduction to percentages Write a percent as a fraction or decimal Write a fraction or a decimal as a percent Find the amount when the percent and the base are given</p>
7. Introduction to algebra	<p>Determine whether a given number is a solution of an equation</p>
9. Calculator uses and applications	<p>Use the calculator properly to perform simple operations</p>



CS030

Identify computer hardware and software
In MS Outlook Identify and properly handle urgent and suspicious mail Properly handle incoming mail. Initiate and respond to electronic mail in proper language, tone and format Check mail for accuracy and prepare and attach attachments Prepare mailing lists and create new folders
In MS Word and Excel Create new files Insert, edit, and format text Format page and document layouts Define printing parameters
In MS Word Insert, edit, and format tables Work with templates Insert, edit, and format images Create mail merge documents
In MS Excel Edit and format spreadsheet cells Utilize various sorting capabilities Insert basic computing equations
Create and maintain a simple document management system





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