



**BHCK**  
GLOBAL EDUCATORS  
INSTITUTE



# **Box Hill College Kuwait Academic Catalogue 2019 - 2020**

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

### FALL 2019

#### September

5	Thursday	Last Date for Re-enrolment
8	Sunday	Re-enrolment with late Charges
11	Wednesday	Timetables emailed to students
11-2	Wed-Thurs	Student Orientation - Add/Drop period starts
12	Thursday	Last day to withdraw with 100% refund
15	Sunday	Classes begin
15-19	Sun-Thurs	Enrolment with late charges (New Students)
15-19	Sun-Thurs	Add/Drop period continues. Concludes Thursday
15-19	Sun-Thurs	Application for Honours Scholarship
15-26	Sun- Thurs	Application for Social Allowance
26	Thursday	Last day to withdraw with 90% refund

#### October

10	Thursday	Last day to withdraw with 50% refund. Any withdrawals after this date results in 0% refund
13	Sunday	First tuition Instalment due

#### November

10*	Sunday	Public holiday Birth of Prophet Mohammed
11	Sunday	Second Instalment due
17	Sunday	Last day for withdrawal with a grade of WA
18-19	Mon- Tues	Students Advising for Fall 2019

#### December

1-5	Sun-Thurs	Week 12 – Student registration for Fall 2019
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#### January

1-2*	Wed- Thurs	Public Holiday – New Year
5-16	Sun-Thurs	Final Examinations
16	Thursday	Grades posted
16-23	Thurs-Thurs	Grade Appeals

\* Dates subject to change as per Ministry confirmation.



## President's Message

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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

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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

Dr Abdulrahman Khalifa Al-Shayji

**Chairman Board of Trustees**

Prof. Ali S. Arifa

**President of Box Hill College Kuwait**

Dr Jamal Al Sumait

**Assistant Professor, Kuwait Public Authority for Applied Education and Training**

Ms Vivienne King

**Chief Executive Officer, Box Hill Institute Group**

Mrs. Refa'a Al Refai

**Deputy Manager FCCSAR Kuwait**

Ms. Jennifer Oliver

**Executive Director Academic Affairs - Box Hill Institute Group**

## About Box Hill College Kuwait

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### **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 Institute

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 (BHCK), 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 Higher Education providers, Box Hill Institute (BHI).

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 Institute

Box Hill Institute, registered with the Australian Government as Registered Training Organisation #4687, has three 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 Higher Education 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.boxhill.edu.au](http://www.boxhill.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

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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

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### 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, Student Recruitment and Alumni. 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 Admissions**

### **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 high school 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](mailto:registrar@bhck.edu.kw)

### **Admission Requirements**

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 enrol 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.
- The Transfer student should not have any academic warnings and their CGPA should not fall below (2.00).
- The units eligible for transfer credits need to have been completed within the past 5 years.
- 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.
- Students not eligible for transfer credits can apply for the RPL process.

## 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 students

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 students

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.

## Student Withdrawal and Reactivation

### *Withdrawal from the college*

The College gives the students a reasonable time to withdraw from 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 before the published census 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 census 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](http://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<sup>#</sup>**

#### **NEW ADMISSION FEES:**

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

*\*Subject to Refund Policy*

*<sup>#</sup>Tuition is subject to change at the discretion of BHCK Management.*

#### **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 (KD 1,788 tuition + KD 77 service fees). Each level lasts one semester.

#### **DIPLOMA COURSE LEVEL:**

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

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 or personal cheques issued in the name of "BOX HILL COLLEGE KUWAIT".

### ***Deferred Payment Scheme***

Students, who choose the Deferred Payment Scheme, need to pay the Enrolment Deposit stated in the fee section above 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 instalment. For instalments 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 Instalment 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:

- Students will not receive any documents from their Academic Records. This includes original certificates and student transcripts.

### ***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**.

#### ***Honours List***

Graduating students who have earned a cumulative GPA between 3.20 and 3.51 will be on the Honours 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.

### Health and Safety in the College

Your health and safety is of primary concern to BHCK and both the College and Kuwaiti Government inspectors review the buildings, facilities and equipment on a regular basis to ensure they are safe and working correctly.

As well as this it is also **your responsibility** to ensure your own health and safety in the College environment. To do this please follow the instructions below.

1. When you hear the fire alarm (a high pitched, loud beeping) please:
  - a. If in class, follow the instructions of your lecturer and leave the building using the nearest safe exit shown on the fire exit map displayed near the door in each room and go to the emergency assembly area.
  - b. If not in class, please immediately leave the building by the closest safe exit and go to the emergency assembly area.
  - c. The Emergency Assembly Area is the car park inside the lower gate on the sea side of the College (near the fence between BHCK and the next college.)
2. You must use any computer and design equipment and sit at any desk safely. You should:
  - a. Face the computer screen and desk directly; not at an angle.
  - b. Keep all the chair legs on the floor.
  - c. Keep your feet flat on the floor. Do not cross your legs or put your feet on the desks or chairs.
  - d. Have the keyboard, screen and mouse in a comfortable position near you.
  - e. Use equipment for design classes as intended especially cutting equipment like knives and scissors. You should always cut **away** from your body.
3. If you see any broken or loose wiring please tell your lecturer or a staff member immediately.
4. If you see any broken furniture, fittings or loose ceiling or wall panels please tell your lecturer or a staff member immediately.
5. Please drive slowly and considerately in the car park and be aware of any other moving cars or people walking near your car.

If you see anything you consider unsafe or dangerous on the College campus please tell your lecturer or a staff member immediately



## ACADEMIC DIVISION

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### **Academic 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 to reach your educational goals. We encourage you to take full advantage of the opportunities available here at BHCK.

## **General Academic Information**

### *Academic Advising*

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Academic Advising is organised through the Department of Student Affairs. 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*

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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*

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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.

### *MyBHCK – The Student Learning Management System*

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BHCK supplies each student with access to the web based Student Learning Management System called MyBHCK. Access is available from within the College and anywhere outside of the College with internet access through the URL <http://my.bhck.edu.kw/>. The College username and password issued to each student on their initial registration needs to be used to enter the system.

MyBHCK will allow a student access to information for each course registered in the current semester. This information is about content, assessments and, for many assessments, the only method of submitting completed work. Students are encouraged to access MyBHCK often and use the resources supplied.

MyBHCK is commonly known as “Moodle” within the College.

## Academic policies

### **Attendance Policy**

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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 who miss 30.00% or more of classes, tutorials or laboratories over the semester in a course **will automatically be prevented from taking the final exam in that course**. This will be shown on the student's transcript as an **FA grade** – Fail due to attendance.
- Students who miss between 20.00% and 29.99% of classes, tutorials or laboratories over the semester in a course **may be prevented from taking the final exam in that course** at the discretion of the lecturer. This will be shown on the student's transcript as an **FA grade** – Fail due to attendance.
- Warnings for absence will be sent by email to the student after absences from a course of 6% and 13%.
- 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 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.



**Attendance incentive**

At the end of the semester, a reward of up to 10 marks will be given for achieving all the conditions for some tasks or skills where the student is required to attend classes consistently throughout the semester. The requirements for gaining this reward are stated in the course syllabus and differ between courses. Absences or failure to meet the conditions will cause a decrease in the reward to possibly 0 marks.

To successfully pass any Foundation Studies English language programme you must attend classes to learn and practice the Language. It is a requirement for language learning. Therefore, no specific Attendance Incentive will be given for Foundation English language courses.

**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. To guide appropriate conduct BHCK has written a Student Code of Conduct which is provided to each student on initial enrolment and must be read, agreed to and signed by the enrolling student before their enrolment application is accepted by the College.

The Box Hill College Kuwait (BHCK) Student Code of Conduct applies to the on-campus conduct of all students enrolled at the College. It is established to support BHCK in its mission in accordance with its guiding principles. It is set-up to ensure both the civic and academic development of all students in a safe and free of any form of impropriety learning environment.

**Standards of Classroom Conduct**

Students are to ensure that their conduct in the classroom contributes to a productive learning environment. Students are expected to refrain from promoting their personal, religious, political, social or business agendas either during class time or in the online environment. Students are to abide by course rules as outlined in the course syllabus or other information provided to the student.

Students need to get the permission of the faculty before they video or record tape the lecture.

Students are to ensure that they bring everything they need to class, including text books, pens, pencils, rulers, note books, and copies of any assignments or homework they are requested to bring to class.

### **Inappropriate Behaviour Conduct**

- In accordance with the BHCK code of ethics, students are to refrain from bullying, fighting, threatening, swearing at or calling other students, faculty or staff names (bad words).
- Students are to behave appropriately, and to ensure that their actions support the learning environment. Students are expected to always be polite and not be disruptive to the process of learning.
- In accordance with the BHCK code of ethics, students are to refrain from being disrespectful to other members of BHCK. Likewise, students are to refrain from damaging and stealing BHCK property and/or fellow student's personal possessions.
- Students must carry their student ID all the time while on campus. They are expected to show IDs as requested by any BHCK official or college security personnel. BHCK staff will not allow entrance to the College without the proper student ID.
- Students are not permitted to smoke in the college building and premises.
- Students are not allowed to place fellow students in danger by any form of reckless and/or irresponsible behaviour.
- In accordance with the BHCK code of ethics, students are not allowed to assault fellow students, an instructor, an officer, another employee of the college, or any other person.

### **Academic Conduct**

- In accordance with the BHCK Code of Ethics, students are not permitted to cheat, collude or plagiarize in assessments or assist another student to cheat, collude or plagiarize).
- Students are to turn-off their mobile phones, tablet or iPad computers while in class.

### **Student Dress Code**

- Students are to wear culturally, traditionally and socially accepted clothes.
- Clothes must be neat, clean and in good taste.
- Skirts should be of appropriate length below the knees.
- Shorts and slippers are prohibited. Hats may be worn to College, but may not be worn in College lectures.
- Students are not allowed to wear tops, shirts, and t-shirts that have slogans that reflect negative messages which are not in harmony with BHCK values.

### **Unethical Harassment**

In accordance with the BHCK code of ethics, any form of harassment is forbidden.

Harassment includes:

- Written and/or verbal abuse or threats;

- Unwanted remarks, jokes, innuendoes and/or ridicule;
- Displaying pornographic or other offensive or derogatory pictures;
- Jokes that cause awkwardness or embarrassment.

### THE BHCK COMMUNITY

- In accordance with the BHCK code of ethics, students are to use the college resources responsibly and avoid any form of waste. Also,
- Students are to be sensitive to the environment when using any resource in the college.
- Students are forbidden from using illegal drugs or to be under their influence on college premises.
- Students who are taking prescribed medication are required to be aware of medicinal side effects and not combine them with anything that can place them or others at risk.
- Students are to be aware that any entry onto the Campus of any unauthorized person or vehicle is NOT allowed. An entry or a departure of a student by foot, during the set classes' schedules is not allowed for any reason whatsoever.

If a student breaks the BHCK Code of Conduct, she will incur consequences according to BHCK Policies and Procedures.

Punishments include being put on **performance probation** or for more serious offenses immediate **suspension** for two days or more or being **expelled** from the College.

If a student is suspected of being in violation of Kuwaiti Law on the Campus, she may be reported to the police.

### **BHCK Code of Ethics**

All members of BHCK are committed to abiding by a strict code of ethics to ensure a collegial and professional relationship of mutual respect and tolerance. It is the responsibility of all **administrators, faculty members, management, and students** to ensure that they are familiar with the principles of this code, adhere to them, and reflect them into their conduct.

The principles are:

1. Services and activities are to be performed competently, ethically, and in accordance with BHCK rules and regulations and applicable Kuwait law.
2. All members act with integrity in their professional relationships showing a strong sense of cooperation, and pledging to treat others with fairness, honesty, and respect.
3. All members conduct themselves free of any form of impropriety, including favoritism, harassment, and intimidation.

4. All members perform their activities free from dishonesty in any form, including misuse of college funds or property, cheating, fraud, plagiarism, and theft.
5. Violations and/or potentially conflicting interests or influences are to be reported/disclosed promptly to superiors in accordance with the BHCK organizational structure. Such reporting/disclosure in good faith in order to promote the ethical integrity of operations is expected and encouraged by BHCK.
6. All forms of communications on behalf of BHCK with all persons, including co-employees, students, teachers, parents, are conducted professionally and with civility.
7. Obligations of all members of BHCK as stipulated in contractual arrangements are to be strictly honored. Employees are not allowed to perform services to other organizations without the written approval of BHCK management.
8. Employees do not accept anything of value offered in consideration of performing their duties, other than the compensation and benefits duly authorized by BHCK.
9. All members preserve and respect the confidentiality of BHCK records. Non-public records are not to be externally disclosed without appropriate authorization. Any confidential record or information accessed as a result of the position or duty of any member is not to be misused for any unauthorized purpose.

### **Assessment Policy**

#### ***Submitting an Assessment***

Students are required by BHCK to submit assessments on time as specified in the Course Assessment Plan. This document is signed by all students in the first week of classes for each registered course for that semester. An Assessment Coversheet must be attached to every assessment submitted.

Assessments will only be accepted by the course instructor or lecturer.

Assessments will **not** be accepted if they are handed to a lecturer/instructor of another course, any staff member or left on an empty lecturer's/instructor's desk in the classroom or faculty room.

#### ***Meeting Submission Deadlines/Guidelines***

Students must submit their assessments on the due date. Early submission of student work is strongly recommended. Due dates are clearly given on the assessment instructions, verbally in class by the lecturer/instructor and on the MyBHCK website (Moodle) page for the course.

#### ***Late Submissions and Extensions***

Assessments submitted after the due date, will incur a 3% deduction for every day that the assessment is late. No assessment task will be accepted more than five working days after the due date unless an extension has been granted. In the absence of proof of extenuating circumstances, the student will receive a zero grade (F) for that assessment. Second attempts are permitted at the discretion of the Department.

An **extension** for an assessment submission must be **applied for in writing** and addressed to the relevant lecturer/instructor. Upon written approval from the lecturer/instructor, the student will be granted a one week extension.

### ***Guidelines for Assessments that are Missed***

The dates for all exams and assessments are set by the lecturer and are noted in the course syllabus and on the MyBHCK (Moodle) web page for the course. It is the responsibility of the student to ensure she arrives in good time on the correct day.

A student who misses an in-class assessment must follow the procedure below to provided documentary proof of their absence.

**Students will submit a sick leave note to a Student Affairs representative 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 licensed medical doctor.

Once Student Affairs has received the sick leave note, an email is sent to inform all the students' instructors with a copy to the relevant Head of Department of the students' legitimate absence.

If the student misses a **major assessment** due to sickness, they must submit a sick leave note for the assessment date and **qualify** for the make-up assessment.

### **To qualify for a make-up assessment:**

- To retake a Midterm exam, the student must not be on a second attendance warning for the semester or have more than a 12% absence in their course.
- The instructor will specify the time and date of the make-up assessment for all of the students who qualify. If the student misses this **one only** make-up session they have forfeited their right to retake the assessment and will get a zero (F) grade for this assessment.
- Students will submit their sick leave notes to a Student Affairs representative the day the student returns from their sick leave.
- Sick leaves will **not be accepted after 5 working days** from the original date of assessment, unless the student underwent a major surgery, bereavement, or an accident in which case the matter will be referred to the Director of Student Affairs for consideration.

Students are entitled to only **one** make up assessment per course per semester. Any further missed assessments will be given a zero (F) grade.

**Assessment Feedback and Collecting Work**

Feedback for assessments submitted on time will be given within two weeks from the due date. The students will be provided with a mark clearly stated on their work. The instructor will return the marked assessment to the student in class. In the absence of the student the work must be collected within two weeks.

**Reasonable Adjustments**

***The assessment process may be modified so that the individual participants are not disadvantaged.***

This can be discussed with your lecturer prior to any assessment if you feel the proposed assessment process will disadvantage you.

**Plagiarism, Cheating and Collusion Policy****Statement**

Honesty and integrity are two of the most important values for BHCK in the delivery and administration of a student's education. This responsibility of achieving and maintaining standards of excellence is shared by faculty as well as students. Each student is expected to accept her responsibility to maintain honesty and integrity in all endeavors inside and outside of the classroom, studio, or laboratory.

**Purpose**

The purpose of this policy is to ensure that students, faculty and staff are aware of what constitutes cheating and plagiarism and they submit work that is from their own efforts, citing correct references where appropriate. This policy is also to ensure that students do not participate in allowing their work to be copied by other students.

**Exceptions**

There will be no exceptions to this policy.

**Scope**

This policy applies to all students of BHCK.

**Authority and Responsibility**

All faculty members and HODs have the authority and responsibility for ensuring that this policy is correctly implemented, is effective and properly maintained.

**Definitions**

- Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit. Such acts also include assisting another student to do so. The term 'cheating' is not to be limited to examination situations only; it includes any and all actions by a student that are intended to gain an unlearned academic advantage by fraudulent or deceptive means.

- Plagiarism is a specific form of cheating which consists of the misuse of published and/or unpublished works of others by misrepresenting the material used to be one's own work.
- Collusion is a form of cheating which occurs when people work together in a deceitful way to develop a submission for an assessment which has been restricted to individual effort. This means that two or more students have worked together on a task that you were instructed to do by yourself. You are allowed to get help from your lecturer or other BHCK teaching staff.

**Responsibility of Faculty and HODs:**

- To set the standards for moral and academic excellence in teaching and learning by establishing an atmosphere of mutual trust and respect in their classrooms; stating his/her own standards and expectation for academic performance; presenting the college's policy on cheating and plagiarism and the penalties for violations thereof and holding accountable those who infringe on this policy.
- Initiate a faculty-student meeting if there is reason to believe that an action of a student falls within one or other of the above definitions. During the meeting, the faculty member/HOD is to provide supporting evidence of plagiarism before the charge (e.g. other students work or website link)
- Notify students with formal warnings that they would be placed on academic probation if the offence is repeated.

**Responsibility of the student:**

- To accept her responsibility to maintain honesty and integrity in all endeavors inside and outside of the classroom, studio or laboratory.

To understand the meaning of the definitions stated above, how these terms apply to work carried out in the classroom and at home and the penalties that infringement of this policy may bring.

**Academic Probation and 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 only after the student has attempted a minimum of two full semesters 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 may be 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-enrol. Students should contact the Registrar no later than 3 months prior to registration to have their file reviewed.

### **Complaints or Grievance Policy**

If a student feels that they have been disciplined unfairly or wish to complain about some other decision which they consider to be unjustified or a violation of their rights, then they should first contact the Student Affairs Advisor who will mediate the case. If the case is not resolved this way, then the student is advised to fill out a Petition form, which explains in detail the grievance and submit it to the Office of the Registrar with any evidence needed and/or supporting documentation.

The petition will be reviewed by the appropriate committee. Extra evidence and/or verbal questioning may be asked of the student.

The decision of the committee will be given to the student in writing in a timely manner. The Committee decision on a Petition may be appealed to the President of the College. The President's decision will be final.

### **Grade Appeal Policy**

If a student disagrees with an assessment mark or course grade (final grade), they must first ask their lecturer who will explain how and why they received that result. If the student is not satisfied with this explanation, they may apply for a Grade Appeal. To do this the



student must fill out the required form from the Office of the Registrar, attach all the evidence related to the appeal and submit it to the Office of the Registrar. If the student **does not supply evidence, her appeal will be rejected**. Evidence consists of copies of assignment and project assessments. Mid-term and final examination papers are kept by the College so will not need to be supplied by the appellant.

The student must submit their appeal(s) within the dates issued 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 appeals to the concerned committees. The result of the appeal will be reported to the student in writing within 15 days from the date of submission; this result is final and cannot be appealed against.

### **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 lecturers, 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 lecturer, 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

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### **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.

**Ms. Reem Al Zamel**  
**Head of the Department of Applied Arts and Design**

### **Academic Programmes and Qualifications**

*(2 years full time)*

- CUA50720 Diploma of Graphic Design
- MSF50218 Diploma of Interior Design & Decoration
- ICT50615 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: Ms. Reem Al Zamel	25458510	r.alzamel@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 CUA50720 Diploma of Graphic Design Duration: 2 Years**

**Semester 1**

	Course Code	Course Name	Credit Hours
1	IT111	Business Technology	3
2	DH101	Design History	3
3	CRW110	Critical Reading And Writing 1	3
4	IGD100	Introduction To Graphic Design	3
5	DRA100	Drawing	3
Total Credit Hours Semester 1			15

**Semester 2**

	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 Semester 2			15

**Semester 3**

	Course Code	Course Name	Credit Hours
1	IAD201	Illustration And Drawing	3
2	DET222	Design Techniques	3
3	CRW210	Critical Reading And Writing 2	3
4	DD223	2D & 3D Design	3
5	TYP202	Typography 2	3
6	DIP201	Photography	3
Total Credit Hours Semester 3			18

**Semester 4**

	Course Code	Course Name	Credit Hours
1	STA100	Elementary Statistics	3
2	ARB110	Arabic	3
3	STU202	Design Studio	3
4	WDS201	Web Design	3
5	GPM201	Project Management	3
6	PTW300	Practical Training Workshop / Internship	LAB
Total Credit Hours Semester 4			15
Total Credit Hours Diploma of Graphic Design			63

**Diploma of Graphic Design**

Program Code: CUA50720 Duration: 2 Academic years (full time)

The BHCK Diploma of Graphic Design reflects the role of graphic designers at the beginning of their professional careers. It combines technical, creative and conceptual skills to create designs that meet client requirements and solve a range of visual communication challenges. Graduates will have a sound understanding of design theory and practice and are able to analyse and synthesise information from a range of sources to generate design solutions. Graphic designers work in many different commercial and community contexts across both print and digital media. After graduation, the designer is likely to be working in junior or generalist roles. Their work may include or have links to areas such as advertising and promotion, art direction, branding, corporate identity, instructional design, packaging, signage and web design.

**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.

## First Year Courses

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### Business Technology (IT111)

This intermediate level computer course builds on the information technology skills covered in the Foundation programme or elsewhere. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world applications and integration of digital data from different sources into business solutions. 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 (CRW110)**

This course will guide students on how to organize information, engage in problem solving both academically and personally, and evaluate and communicate ideas clearly. CRW110 encourages reflective thinking and will help students better prepare for the academic demands of their Mainstream courses as well as the professional demands of their career after college.

*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 colour with an understanding of colour theory. The course will emphasize digital printing concepts when dealing with colour 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 with a pass in the Mathematics Entrance test.*

*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

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### 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 (CRW210)

Students continue to develop their critical thinking abilities in reading and apply them to the writing process through conducting research and producing a short paper. This course will require students to select and highly organize information; perform both academic and personal problem solving; demonstrate good time, resource, and self-management; and evaluate and communicate ideas clearly. Resources integrate both reading and writing in a thought-provoking manner. CRW210 requires reflective thinking and will help students better prepare for the academic rigors of Mainstream courses and the professional demands of their career after college.

*Prerequisite: CRW110*

*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, analyse, 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: MAT100*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

**Arabic (ARB110)**

This course is designed to serve and assist students in their future Business and Design careers. It is designed to equip students with the needed knowledge and skills to successfully send official hardcopy and e-correspondence, present to an audience of Arabic speakers, and reading, writing, and comprehension of business related documents.

*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.

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 MSF50218 Diploma of Interior Design and Decoration**

**Duration: Full-time (2 academic Years)**

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

**Semester 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

**Semester 2**

	Course Code	Course Name	Credit Hours
1	IDS102	ID Studio 1	3
2	IDE102	Exhibition design	3
3	IDC102	CAD	3
4	MAT100	Basic Maths	3
5	CRW110	Critical Reading & Writing 1	3
Total Credit Hours			15

**Semester 3**

	Course Code	Course Name	Credit Hours
1	IDB201	Building Construction	3
2	IDL201	Lighting	3
3	IRI201	Residential interiors	3
4	IDF201	3D Forms	3
5	CRW210	Critical Reading & Writing 2	3
Total Credit Hours			15

**Semester 4**

	Course Code	Course Name	Credit Hours
1	IDS202	ID Studio 2	3
2	IDM202	Project Management	3
3	IDP202	Professional practice/portfolio	3
4	ARB110	Arabic	3
5	STA100	Elementary Statistics	3
Total Credit Hours			15
Total Credit Hours Diploma of Interior Design and Decoration			63

**Diploma of Interior Design and Decoration**

Program Code: MSF50218 Duration: 2 Academic years (full time)

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

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### Design Fundamentals (IDF101)

In this course Interior Designers plan, analyse, and create visual solutions for interiors, exteriors and colour 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: TDR101*

*Course Load: 3 credit hours*

*Duration: 48 hours*

### Design History (IDH101)

Candidates in this course 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. It includes the requirement to maintain currency of knowledge around emerging trends..

*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. The student is also required 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: 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: IDR101*

*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 colour to achieve desired decoration effects. Communication skills are required to interpret the effects of colour on design and communicate colour concepts using design tools such as colour wheels and formulas. Self-management and learning skills are used to evaluate and review colour development and selection processes.

*Prerequisites: None*

*Co-requisites: IDR101*

*Course Load: 3 credit hours*

*Duration: 48 hours (plus 16 tutorial hours)*

### **Business Technology (IT111)**

This intermediate level computer course builds on the basic computer skills learnt in the Foundation programme or elsewhere. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world applications and integration of digital data from different sources into business solutions. 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 (IDE102)**

This course specializes in planning and developing an exhibition space. Students learn to develop and analyse exhibition 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 models of design solutions. This work also focuses the importance of presentation, in which students produce fully specified client proposals. This course allows students to gain confidence and to question and test real live space/site situations for a project.

*Prerequisites: TDR101*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

**CAD (IDC102)**

This 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 and document the finished model in accordance with all standard practice notations and drawing protocols. Students are encouraged to analyse 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: TDR101*

*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 with a pass in the Mathematics entry test*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

**Critical Reading & Writing 1 (CRW110)**

This course will guide students on how to organize information, engage in problem solving both academically and personally, and evaluate and communicate ideas clearly. CRW110 encourages reflective thinking and will help students better prepare for the academic demands of their Mainstream courses as well as the professional demands of their career after college.

*Prerequisites: ENG030 Foundation or direct entry to Diploma qualification study*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

## Second Year Courses

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### Building Construction (IDB201)

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 required to produce residential interior design project documentation using computer-aided design (CAD) programs. Documentation includes researching, detailing and specifying the materials, construction techniques and methods associated with residential interior design fit-outs for new or existing buildings.

*Prerequisites: IDC102, TDR101*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours (plus 48 tutorial hours)*

### Lighting (IDL201)

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*



### **Residential Interiors (IRI201)**

The course describes the skills and knowledge required to formulate creative design solutions for residential interior design projects, satisfying the physiological, psycho-logical, social, cultural and environmental requirements of the client brief. Designs include the manipulation of interior elements such as walls, floors, ceilings and staircases. After designing the space, the student will conduct research and generate and refine decoration concepts for the newly designed space. It includes selecting materials and finishes for surface decoration and arranging the objects and elements within the space. 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 (IDF201)**

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 (CRW210)**

Students continue to develop their critical thinking abilities in reading and apply them to the writing process through conducting research and producing a short paper. This course will require students to select and highly organize information; perform both academic and personal problem solving; demonstrate good time, resource, and self-management; and evaluate and communicate ideas clearly. Resources integrate both reading and writing in a thought-provoking manner. CRW210 requires reflective thinking and will help students better prepare for the academic rigors of Mainstream courses and the professional demands of their career after college.

*Prerequisites: CRW110*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

**ID Studio 2 (IDS202)**

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. Finally, the student is required to identify design costs and prepare quotation and contract documentation for client agreement. It does not include costings related to the realisation of the design. This course will be taken in the student's final semester of the programme and must be studied in conjunction with IDP201.

*Prerequisites: IRI201, IDF201*

*Co-requisites: IDP202*

*Course Load: 3 credit hours*

*Duration: 48 hours (plus 48 tutorial hours)*

### **Project Management (IDM202)**

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. The student is also required to use creative, technical and project management skills to produce a professional and innovative presentation of own creative work.

*Prerequisites: IDL201*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours (plus 16 tutorial hours)*

### **Professional practice/portfolio (IDP202)**

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 IDS202.

*Prerequisites: None*

*Co-requisites: IDS202*

*Course Load: 3 credit hours*

*Duration: 48 hours (plus 16 tutorial hours)*

**Arabic (ARB110)**

This course is designed to serve and assist students in their future Business and Design careers. It is designed to equip students with the needed knowledge and skills to successfully send official hardcopy and e-correspondence, present to an audience of Arabic speakers, and reading, writing, and comprehension of business related documents.

*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.

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: MAT100*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

**Plan of Study for ICT50615 Diploma of Website Development**

**Duration: 2 Years**

**Semester 1**

	Course Code	Course Name	Credit Hours
1	WDV101	Web Development Foundation	3
2	ENV101	IT Environment	3
3	PRG101	Programming (C++)	3
4	CRW110	Critical Reading & Writing 1	3
5	IT111	Business Technology	3
Total Credit Hours			15

**Semester 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	CRW210	Critical Reading & Writing 2	3
6	MAT100	Basic Maths	3
Total Credit Hours			18

**Semester 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

**Semester 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 Modelling	3
5	ARB110	Arabic	3
Total Credit Hours			15
Total Credit Hours Diploma of Website Development			63

## **Diploma of Website Development**

Programme Code: ICT50615

The BHCK Diploma of Website Development provides the skills and knowledge for a graduate to design, build and manage websites as an independent web developer or as part of a team. On completion of the program the student will be able to design and implement a web page user interface, create dynamic web pages, design and implement relational databases for use with a web site, design and implement client and server programs to create a dynamic website using both modular and object oriented programming languages and be able to plan and implement 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

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### 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 mark-up 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 (CRW110)**

This course will guide students on how to organize information, engage in problem solving both academically and personally, and evaluate and communicate ideas clearly. CRW110 encourages reflective thinking and will help students better prepare for the academic demands of their Mainstream courses as well as the professional demands of their career after college.

*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 intermediate level computer course builds on the basic computer skills learnt in the Foundation programme or elsewhere. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world applications and integration of digital data from different sources into business solutions. 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 (CRW210)**

Students continue to develop their critical thinking abilities in reading and apply them to the writing process through conducting research and producing a short paper. This course will require students to select and highly organize information; perform both academic and personal problem solving; demonstrate good time, resource, and self-management; and evaluate and communicate ideas clearly. Resources integrate both reading and writing in a thought-provoking manner. CRW210 requires reflective thinking and will help students better prepare for the academic rigors of Mainstream courses and the professional demands of their career after college.

*Prerequisites: CRW110*

*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 with a pass in the Mathematics Entrance test*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

## Second Year Courses

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### 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: MAT100*

*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 to serve and assist students in their future Business and Design careers. It is designed to equip students with the needed knowledge and skills to successfully send official hardcopy and e-correspondence, present to an audience of Arabic speakers, and reading, writing, and comprehension of business related documents.

*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.

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

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### **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.

**Dr Arezou Harraf**

**Head of the Department of Business Studies**



### **Academic Programs and Qualifications**

*(All programmes are 2 years full time)*

- BSB50420 Diploma of Management
- BSB50620 Diploma of Marketing
- FNS50920 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**

Head of Department: Dr. Arezou Harraf	25458626	a.harraf@bhck.edu.kw
Departmental Assistant: Ms. Smitha Sumod	25458530	s.sumod@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 BSB51918 Diploma of Management**

**Duration: 2 Years**

**Semester 1**

	Course Code	Course Name	Credit Hours
1	BUS101	Introduction to Business	3
2	IT111	Business Technology	3
3	CRW110	Critical Thinking Reading and Writing -1	3
4	MAT100	Basic Math	3
5	ACC101	Principles of Accounting	3
Total Credit Hours			15

**Semester 2**

	Course Code	Course Name	Credit Hours
1	MGT101	Principles of Management	3
2	ORG222	Organizational Behaviour	3
3	CRW210	Critical Thinking Reading and Writing-2	3
4	MKT101	Principles of Marketing	3
5	ARB110	Arabic	3
6	BUS200	Public Speaking	3
Total Credit Hours			18

**Semester 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	MGT220	Strategic Management	3
Total Credit Hours			15

**Semester 4**

	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	OPR201	Operations and Risk Management	3
Total Credit Hours			15
Total Credit Hours Diploma of Management			63

## **Diploma of Management**

Programme Code: BSB50420

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

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### Business Technology (IT111)

This intermediate level computer course builds on the basic computer skills learnt in the Foundation programme or elsewhere. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world applications and integration of digital data from different sources into business solutions. 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 (CRW110)

This course will guide students on how to organize information, engage in problem solving both academically and personally, and evaluate and communicate ideas clearly. CRW110 encourages reflective thinking and will help students better prepare for the academic demands of their Mainstream courses as well as the professional demands of their career after college.

*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 (CRW210)

Students continue to develop their critical thinking abilities in reading and apply them to the writing process through conducting research and producing a short paper. This course will require students to select and highly organize information; perform both academic and personal problem solving; demonstrate good time, resource, and self-management; and evaluate and communicate ideas clearly. Resources integrate both reading and writing in a thought-provoking manner. CRW210 requires reflective thinking and will help students better prepare for the academic rigors of Mainstream courses and the professional demands of their career after college.

*Prerequisite: CRW110*

*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 with a pass in the Mathematics Entrance test*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

**Arabic (ARB110)**

This course is designed to serve and assist students in their future Business and Design careers. It is designed to equip students with the needed knowledge and skills to successfully send official hardcopy and e-correspondence, present to an audience of Arabic speakers, and reading, writing, and comprehension of business related documents.

*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.

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)**

BUS101 introduces all the concepts of management plus the basic principles of customer service and processing customer complaints. 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 health and safety (WHS) processes. In addition, it enables them to develop the skills and understanding of applying WHS practices in the 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 including planning, organizing, leading and controlling a business 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 and at the same time articulate, present and debate ideas in a work or broader life context using creative techniques in order to provoke response, reaction and critical discussion. Learners will learn how to effectively target an audience, deliver ideas and arguments 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

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### 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: MAT100*

*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: MAT100*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

### Leadership (LDR202)

This unit covers the theoretical and practical leadership competence necessary to manage at a senior level. In addition, the course covers the aspects of emotional intelligence and influence in the leadership processes.

*Prerequisites: BUS101, MGT101*

*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: BUS101, MGT101*

*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: BUS101, 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 methods to monitor and assess market needs to identify and exploit business opportunities and to gather intelligence about an international target market to inform business development. In addition, it covers the necessary tools required for promoting products and services to international markets.

*Prerequisites: LDR202, HR203*

*Co-requisites: BUS202*

*Course Load: 3 credit hours*

*Duration: 48 hours*

### **Fundamentals of Project Management (BUS202)**

This capstone 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. The project component of this course prepares the students to undertake professional internships within the industry in the latter part of the course.

*Prerequisites: Completion of all first year courses.*

*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: BUS101, MAT100*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

### **Operations and Risk Management (OPR201)**

This course covers the skills and knowledge required to develop and monitor the implementation of an operational plan to provide efficient and effective workplace practices within the organizations' productivity and profitability plans as well as analysing the risks associated in this process.

*Prerequisites: MGT220*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

**Plan of Study for BSB50620 Diploma of Marketing**

**Duration: 2 Years**

**Semester 1**

	Course Code	Course Name	Credit Hours
1	BUS101	Introduction to Business	3
2	IT111	Business Technology	3
3	MAT100	Basic Math	3
4	CRW110	Critical Thinking Reading and Writing-1	3
5	ACC101	Principles of Accounting	3
Total Credit Hours			15

**Semester 2**

	Course Code	Course Name	Credit Hours
1	MKT101	Principles of Marketing	3
2	ORG222	Organizational Behaviour	3
3	CRW210	Critical Thinking Reading and Writing - 2	3
4	BUS200	Public Speaking	3
5	ARB110	Arabic	3
6	MGT101	Principles of Management	3
Total Credit Hours			18

**Semester 3**

	Course Code	Course Name	Credit Hours
1	MKT200	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

**Semester 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
Total Credit Hours Diploma of Marketing			63

Diploma of Marketing  
Program Code: BSB50620

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

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### Business Technology (IT111)

This intermediate level computer course builds on the basic computer skills learnt in the Foundation programme or elsewhere. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world applications and integration of digital data from different sources into business solutions. 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 (CRW110)

This course will guide students on how to organize information, engage in problem solving both academically and personally, and evaluate and communicate ideas clearly. CRW110 encourages reflective thinking and will help students better prepare for the academic demands of their Mainstream courses as well as the professional demands of their career after college.

*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 with a pass in the Mathematics Entrance test*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

### **Critical Reading & Writing 2 (CRW210)**

Students continue to develop their critical thinking abilities in reading and apply them to the writing process through conducting research and producing a short paper. This course will require students to select and highly organize information; perform both academic and personal problem solving; demonstrate good time, resource, and self-management; and evaluate and communicate ideas clearly. Resources integrate both reading and writing in a thought-provoking manner. CRW210 requires reflective thinking and will help students better prepare for the academic rigors of Mainstream courses and the professional demands of their career after college.

*Prerequisite: CRW110*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

### **Arabic (ARB110)**

This course is designed to serve and assist students in their future Business and Design careers. It is designed to equip students with the needed knowledge and skills to successfully send official hardcopy and e-correspondence, present to an audience of Arabic speakers, and reading, writing, and comprehension of business related documents.

*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.

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)**

BUS101 introduces all the concepts of management plus the basic principles of customer service and processing customer complaints. 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 health and safety (WHS) processes. In addition, it enables them to develop the skills and understanding of applying WHS practices in the 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 including planning, organizing, leading and controlling a business 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 and at the same time articulate, present and debate ideas in a work or broader life context using creative techniques in order to provoke response, reaction and critical discussion. Learners will learn how to effectively target an audience, deliver ideas and arguments 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

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### 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: MAT100*

*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: MAT100*

*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: BUS101, MGT101*

*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: BUS101, 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 methods to monitor and assess market needs to identify and exploit business opportunities and to gather intelligence about an international target market to inform business development. In addition, it covers the necessary tools required for promoting products and services to international markets.

*Prerequisites: MKT200, 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. The project component of this course prepares the students to undertake professional internships within the industry in the latter part of the course.

*Prerequisites: Completion of all First Year courses*

*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 both in its traditional aspects and in digital marketing schemes, 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 FNS50920 Diploma of Banking Services Management**  
**Duration: 2 Years**

**Semester 1**

	Course Code	Course Name	Credit Hours
1	BUS101	Introduction to Business	3
2	MAT100	Basic Math	3
3	IT111	Business Technology	3
4	CRW110	Critical Reading and Writing 1	3
5	ACC101	Principles of Accounting	3
<b>Total Credit Hours</b>			<b>15</b>

**Semester 2**

	Course Code	Course Name	Credit Hours
1	FIN201	Financial Markets and Institutions	3
2	BUS200	Public Speaking	3
3	MGT101	Principles of Management	3
4	FIN101	Principles of Finance	3
5	CRW210	Critical Reading and Writing 2	3
6	ARB110	Arabic	3
<b>Total Credit Hours</b>			<b>18</b>

**Semester 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	MGT220	Strategic Management	3
<b>Total Credit Hours</b>			<b>15</b>

**Semester 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
<b>Total Credit Hours</b>			<b>15</b>
<b>Total Credit Hours Diploma of Banking Services Management</b>			<b>63</b>

**Diploma of Banking Services Management**

Programme Code: FNS50920

The BHCK Diploma in Banking Services Management aims at teaching the fundamentals of banking and finance. The program will develop skills in budgeting, cash flow management and the use of credit. A Diploma in Banking Services Management requires students to be able to make decisions and provide advice based on financial information.

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

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### Business Technology (IT111)

This intermediate level computer course builds on the basic computer skills learnt in the Foundation programme or elsewhere. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world applications and integration of digital data from different sources into business solutions. 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 (CRW110)

This course will guide students on how to organize information, engage in problem solving both academically and personally, and evaluate and communicate ideas clearly. CRW110 encourages reflective thinking and will help students better prepare for the academic demands of their Mainstream courses as well as the professional demands of their career after college.

*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 with a pass in the Mathematics Entrance test.*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*



### **Arabic (ARB110)**

This course is designed to serve and assist students in their future Business and Design careers. It is designed to equip students with the needed knowledge and skills to successfully send official hardcopy and e-correspondence, present to an audience of Arabic speakers, and reading, writing, and comprehension of business related documents.

*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.

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. 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*

**Introduction to Business (BUS101)**

BUS101 introduces all the concepts of management plus the basic principles of customer service and processing customer complaints. 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 health and safety (WHS) processes. In addition, it enables them to develop the skills and understanding of applying WHS practices in the workplace.

*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 including planning, organizing, leading and controlling a business 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*

**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: BUS101, MAT100*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

**Critical Reading & Writing 2 (CRW210)**

Students continue to develop their critical thinking abilities in reading and apply them to the writing process through conducting research and producing a short paper. This course will require students to select and highly organize information; perform both academic and personal problem solving; demonstrate good time, resource, and self-management; and evaluate and communicate ideas clearly. Resources integrate both reading and writing in a thought-provoking manner. CRW210 requires reflective thinking and will help students better prepare for the academic rigors of Mainstream courses and the professional demands of their career after college.

*Prerequisite: CRW110*

*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: 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 and at the same time articulate, present and debate ideas in a work or broader life context using creative techniques in order to provoke response, reaction and critical discussion. Learners will learn how to effectively target an audience, deliver ideas and arguments 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

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### 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: MAT100*

*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: MAT100*

*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: BUS101, MGT101*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*

### Leadership (LDR202)

This unit covers the theoretical and practical leadership competence necessary to manage at a senior level. In addition, the course covers the aspects of emotional intelligence and influence in the leadership processes.

*Prerequisites: BUS101, MGT101*

*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: BUS101, 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 methods to monitor and assess market needs to identify and exploit business opportunities and to gather intelligence about an international target market to inform business development. In addition, it covers the necessary tools required for promoting products and services to international markets.

*Prerequisites: LDR202, HR203*

*Co-requisites: BUS202*

*Course Load: 3 credit hours*

*Duration: 48 hours*

### **Fundamentals of Project Management (BUS202)**

This capstone 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. The project component of this course prepares the students to undertake professional internships within the industry in the latter part of the course.

*Prerequisites: Completion of all courses in Year 1.*

*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: FIN101, 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. The emphasis is on the determination and implementation of 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: FIN101, FIN201*

*Co-requisites: None*

*Course Load: 3 credit hours*

*Duration: 48 hours*





## Department of Foundation Studies

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### **Message from the Head of Department**

Congratulations on having chosen Box Hill College Kuwait! In doing so, you have committed to life-long learning and fulfilling your potential in your personal lives as young women and in your upcoming careers as Kuwait's next generation of professionals. While studying at BHCK, 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 achieve in further tertiary education as well as the business or design community.

The first step for you to attain your goals is to effectively transition to your Diploma courses. The role of the Department of Foundation Studies is to provide you with the tools, skills, knowledge, and attitudes that you will require to master essential groundwork. The aim of our department is to identify your needs and provide quality teaching and productive learning environments to maximize your abilities. Our highly qualified and well experienced faculty comes from many different countries, and each faculty member has a wealth of expertise to share. They work collaboratively with you to help you build strong fundamentals upon which you can realise your life's objectives. Our number one focus is your success and happiness, and we are here to support you and ensure that you have every opportunity possible to learn, grow, and be all that you can.

Foundation faculty and I heartily welcome you. We very much look forward to working with you on shaping your important dreams.

**Ms. Carla E. Burton**  
**Head of Department**  
**Department of Foundation Studies**

### **Introduction to the Department**

The Department of Foundation Studies is committed in its mission to equip prospective BHCK diploma candidates with:

- general four-skills English language communication,
- critical thinking,
- conduct, and
- attitudes

that foster academic and professional achievement. A range of English as a Foreign Language (EFL) programs and preparatory courses exists for those from non-English-speaking backgrounds who need to reinforce fundamental skills required to succeed in their chosen program of study and beyond.

### **Admission Requirement**

- Year 12 graduate or equivalent
- Minimum BHCK Admissions Test score qualifying entry into course E2

### **English language proficiency**

Any one of the following minimum scores earns admission to Foundation studies:

- BHCK Placement score of 40
- IELTS score of 3.5
- TOEFL paper-based score of 350
- TOEFL iBT score of 26
- PTE Academic score of 26

### **Recognition**

Students who have demonstrated competency or supplied evidence of entitlement to enter Stage 1 Diploma courses earn the right to begin Mainstream studies in their Major. BHCK's Admissions staff can share information about existing processes for acceptable transfer from other institutions or receiving Recognition for Prior Learning (RPL).

### **Faculty Directory**

Head of Department: Ms. Carla E. Burton	25458624	c.burton@bhck.edu.kw
Departmental Assistant: Ms. Dina Jaber	25458504	

## Departmental Policies

The Department of Foundation 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 policies on Plagiarism and Collusion. Any other person's intellectual ideas or copyrighted 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 question that what you are using infringes copyright or legal academic use, please see your lecturer for guidance. Any work submitted that contains illegal copyrighted material or improperly referenced intellectual ideas of others will immediately be given a fail grade and your case may be submitted to the College Disciplinary Committee for further action.

## Program Structure

**E2** (one semester): for students within CEFR bands preA1-A2/AQF 1

**E3** (one semester): for students within CEFR bands A2-B1/AQF 2

**SFND – Specialized Foundation** (one semester): for students within CEFR bands B1-B2 and up/AQF 3 and higher. **Basic Maths Skills** and **Basic Computer Skills** are co-requisite courses in SFND.

**E2**, **E3**, and **SFND** are studied consecutively. None of these courses may be taken at the same time as any other.

## Duration

One, two, or three semesters of study (depending on placement determination).

## Plan of Study for Foundation Students

**Duration: One, two, or three semesters  
(depending on placement)**

	Course Code	Course Name	Credit Hours
1	<b>ENG010</b>	<b>E2</b> ( <i>required minimum placement test score</i> )	All five Foundation courses are not credit-bearing and do not count toward the GPA
2	<b>ENG020</b>	<b>E3</b> ( <i>pre-requisite: E2 or equivalent knowledge</i> )	
3	<b>ENG030</b>	<b>SFND</b> ( <i>pre-requisite: E3 or equivalent knowledge</i> )	
4	<b>CS030</b>	<b>Basic Computer Skills</b> ( <i>co-requisite of SFND and MS030</i> )	
4	<b>MS030</b>	<b>Basic Maths Skills</b> ( <i>co-requisite of SFND and CS030</i> )	

## Accreditation

Foundation Studies is a department of BHCK, which is accredited by the Australian Qualifications Framework (AQF) in Australia and the Private University Council in Kuwait

**E2 (ENG010)**

E2 links to Common European Framework of Reference for Languages [CEFR] preA1-A2 and to Australian Qualifications Framework [AQF] 1. Course objectives are to improve students' general listening, speaking, reading, writing, and grammar skills while introducing basic business and design terms to enhance access to further education or to employment. E2 is structured to equip students with basic tools and techniques for clearer understanding and communication via:

- **READING:** Understand short, simple texts a simple phrase at a time, picking up crucial names, words, and phrases
- **WRITING:** Compose present tense descriptive/narrative paragraphs containing basic or personal details
- **LISTENING:** Follow slowed, carefully-articulated speech with pauses that encourage listener assimilation of meaning
- **SPEAKING:** Interact simply with communication that may often rely on slower rates of speech and repetition

**Learning Outcomes**

E2 course participants succeed if by semester's end they can:

- Extract at least the gist of a passage
- Identify important content details
- Decode implications in reading texts
- Practice "educated guessing"
- Both predict and extrapolate based on information supplied
- Know the function(s) of each part of speech
- Practice good capitalization
- Apply spelling rules
- Punctuate sentences correctly
- Construct complete sentences of varying types (declarative, interrogative, imperative, negative, etc.)
- Use appropriate word order
- Use simple conjunctions (**and, but, or, so**) well
- Form a paragraph correctly (topic sentence, explanatory details, closing)
- Generally discuss (including light debating) topics or reading content at least phrase rather than merely word length
- Paraphrase [reading content] comprehensibly
- Read aloud (pronounce) comprehensibly most of the time
- Demonstrate level-appropriate numeracy skills in ways that may include use of basic math and computers

Student competence is observed via:

- Class participation
- Mini projects
- Mini presentations
- Written Assessments

Measurement Tools include:

- Quizzes and assignments
- Portfolios of evidence
- Midterm Exam
- Final Exam

Signs of academic readiness include: Having earned an overall Pass from quiz, assignment, Midterm, Final, and portfolio-of-evidence scores/grades/marks.

Signs of practical application: Successful completion of any homework, class work, and other assignments (which may include role-plays and simulations), or channels through which learning is applied in practical ways.

*Prerequisites: Scores or records meeting the requirements for placement into E2*

*Co-requisites: None*

*Semester: 16 Weeks*

*Number of Sessions: 11 per Week*

*Total Delivery Hours: 220 hours*

### **E3 (ENG020)**

E3 links to CEFR A2-B1 and to AQF 2. Course objectives are to fortify listening, speaking, reading, and writing skills while linking them to business and design ideas to ready students for further education or for employment. E3 is designed to equip students with structures and methods to achieve sound understanding and communication via:

- **READING:** Understand short, simple, factual texts containing high-frequency vocabulary
- **WRITING:** Compose short, simple, formulaic (may include past-tense narrative, opinion, advantages/disadvantages, and compare/contrast) essays
- **LISTENING:** Understand main points of familiar or previewed topics when speech is slow and articulated clearly
- **SPEAKING:** Communicate during simple, direct information exchanges and eventually come to use a range of language to deal with several situations

## Learning Outcomes

E3 course participants succeed if by semester's end they can:

1. Demonstrate competence in all E2 learning outcomes (during the first weeks)
2. Effectively extract reading-passage data and meaning
3. Digest paragraph content rather than simply phrases or single sentences
4. Paraphrase read substance with some synonym manipulation
5. Summarize read substance
6. Differentiate some similar, commonly-confused words and expressions
7. Understand and use common idioms
8. Self-express with better completeness (rather than at merely word or phrase length)
9. Decode basic information
10. Infer
11. Use processes of elimination to determine "best answers"
12. Secure and be able to communicate evidence of best answers
13. Be able to engage in simple question-and-answer exchanges
14. Read aloud with comprehensible pronunciation, intonation, and pace
15. Employ topic-relevant expressions
16. Exhibit acceptable essay layout and flow
17. Use connective expressions (*in addition, on the other hand*, etc.) well
18. Demonstrate level-appropriate numeracy skills in ways that may include use of basic math and computers

Student competence is observed via:

- Class participation
- Mini projects
- Mini presentations
- Written Assessments

Measurement Tools include:

- Quizzes and assignments
- Portfolios of evidence
- Midterm Exam
- Final Exam

Signs of academic readiness include: Having earned an overall Pass from quiz, assignment, Midterm, Final, and portfolio-of-evidence scores/grades/marks.

Signs of practical application: Successful completion of any homework, class work, and other assignments (which may include role-plays and simulations), or channels through which learning is applied in practical ways.

*Prerequisites: E2 or scores/records meeting the requirements for placement into E3*

*Co-requisites: None*

*Semester: 16 Weeks*

*Number of Sessions: 11 per Week*

*Total Delivery Hours: 220 hours*

### **SFND – Specialized Foundation (ENG030)**

SFND serves students along CEFR B1-B2 and up and AQF 3 and higher. Course objectives are to amplify students' listening, speaking, reading, and writing skills using business, design, and practical general concepts that will improve their competence to fulfill the demands of studying their academic major or of employment. SFND works toward equipping students with a range of knowledge and approaches that can foster deeper understanding and communication via:

- **READING:** Largely understand authentic texts (with some re-reading) because of a broad vocabulary (except for low-frequency idioms)
- **WRITING:** Effectively, clearly, precisely express news and views (may include five-paragraph opinion and problem/solution essays, biographical profiles, and presentation writing tasks; occasionally: reports and formal e-mails)
- **LISTENING:** Follow topics although idiomatic usage may affect understanding and the listener may seek to confirm details
- **SPEAKING:** Self-express and communicate with a degree of fluency and spontaneity that encourages regular interaction

### **Learning Outcomes**

SFND course participants succeed if by semester's end they can:

1. Demonstrate competence in E2 and E3 learning outcomes (during the first weeks)
2. Review and scrutinize passage content
3. Explain the significance of passage issues and data
4. Self-express at some length
5. Discuss, debate, and present on topics
6. Demonstrate evidence of critical inquiry
7. In certain contexts: infer, predict, justify, question, hypothesize, and impose conditions and constraints to explore multiple perspectives
8. Provide receiver-centred communication that is clear, accurate, and complete
9. Access level-appropriate idiomatic phrases when warranted



10. Produce writing marked by acceptable format, flow, and use of transitional and other pertinent types of level-appropriate expressions
11. Read aloud with good pronunciation, intonation, and pace
12. Demonstrate level-appropriate numeracy skills in ways that may include use of basic math and computers

Student competence is observed via:

- Class participation
- Mini projects
- Mini presentations
- Written Assessments

Measurement Tools include:

- Quizzes and assignments
- Portfolios of evidence
- Midterm Exam
- Final Exam

Signs of academic readiness include: Having earned an overall Pass from quiz, assignment, Midterm, Final, and portfolio-of-evidence scores/grades/marks.

Signs of practical application: Successful completion of any homework, class work, and other assignments (which may include role-plays and simulations), or channels through which learning is applied in practical ways.

*Prerequisites: E3 or scores/records meeting the requirements for placement into SFND*

*Co-requisites:*

- *MS030 (or evidence of equivalent knowledge)*
- *CS030 (or evidence of equivalent knowledge)*

*Semester: 16 Weeks*

*Number of Sessions: 15 per Week*

- *11 SFND*
- *2 MS030*
- *2 CS030*

*Total Delivery Hours: 284 hours*

- *ENG030 (E2) 220 hours*
- *MS030 (Basic Maths Skills) 32 hours*
- *CS030 (Basic Computer Skills) 32 hours*

### **Basic Maths Skills (MS030)**

This course is designed to improve students' fundamental mathematic skills necessary for academic success in areas related to Arithmetic, including whole numbers, Integers, fractions, decimal notation, ratios, and percent notation. Students will learn how to express numbers, how they relate to each other on the number line, and number rounding and estimation. Students will use them to perform basic arithmetic operations (addition, subtraction, multiplication, and division) on whole numbers, decimals, and fractions. Finally, Students will learn the very basics of algebra, mainly substituting a value for an unknown.

<b>MS030: Basic Maths Skills</b>	
1. Whole Numbers	<ul style="list-style-type: none"> <li>• Define a digit, a whole number</li> <li>• Identify the order relation between two numbers</li> <li>• Write whole numbers in <b>words, standard form, and expanded form.</b></li> <li>• Round a whole number to a given place value</li> <li>• Add whole numbers</li> <li>• Subtract whole numbers without borrowing</li> <li>• Subtract whole numbers with borrowing</li> <li>• Multiply a number by a single digit</li> <li>• Multiply large whole numbers</li> <li>• Divide by a single with no remainder in the quotient</li> <li>• Divide by a single with remainder in the quotient</li> <li>• Divide by large whole numbers</li> </ul>
2. Fractions	<ul style="list-style-type: none"> <li>• Identify the odd, even and prime numbers</li> <li>• Write fraction that represents part of a whole</li> <li>• Write an improper fraction as a mixed number or a whole number and a mixed number as an improper fraction</li> <li>• Find equivalent fractions by raising to higher terms</li> <li>• Write fraction in simplest form</li> <li>• Identify the order relation between two fractions</li> <li>• Add fractions with the same denominator</li> <li>• Add fractions with different denominator</li> <li>• Add whole numbers, mixed numbers and fractions</li> <li>• Subtraction fractions with the same denominator</li> <li>• Subtraction fractions with different denominator</li> <li>• Subtract whole numbers, mixed numbers and fractions</li> <li>• Multiply fractions</li> <li>• Multiply whole numbers, mixed numbers and fractions</li> </ul>

	<ul style="list-style-type: none"> <li>• Divide fractions</li> <li>• Divide whole numbers, mixed numbers and fractions</li> </ul>
3. Decimals	<ul style="list-style-type: none"> <li>• Locate a decimal number on a number line</li> <li>• Round a decimal to a given place value</li> <li>• Add decimals</li> <li>• Subtract decimals</li> <li>• Multiply decimals</li> <li>• Divide decimals</li> </ul>
4. Rational Numbers	<ul style="list-style-type: none"> <li>• Identify the order relation between two integers</li> <li>• Add integers</li> <li>• Subtract integers</li> <li>• Multiply integers</li> <li>• Divide integers</li> <li>• Add and subtract rational numbers</li> <li>• Multiply and divide rational numbers</li> <li>• Use the order of operations agreement to simplify expressions</li> </ul>
5. Calculator uses and applications	<ul style="list-style-type: none"> <li>• Use the calculator properly to perform simple operations</li> </ul>

**Basic Computer Skills (CS030)**

The Basic Computer Skills course helps familiarize students with the computer and several often used Microsoft Office programs. Students study basic computer vocabulary relating to both computer hardware and software. They practice using Microsoft Outlook to manage email correspondence, and will practice using proper tone and format for professional emails. Students become familiar with the components of Microsoft Word and practice using those components to create well organized documents with specific formatting guidelines. They become familiar with the components of Microsoft Excel and practice using those components to create simple data tables. Students also learn to analyse data in Excel using sort, subtotal, and graphing functions.

<b>CS030: Basic Computer Skills</b>	
1. Identify computer hardware and software	
2. MS Outlook	<ul style="list-style-type: none"><li>• Identify and properly handle urgent and suspicious mail</li><li>• Properly handle incoming mail</li><li>• Initiate and respond to electronic mail in proper language, tone and format</li><li>• Check mail for accuracy and prepare and attach attachments</li><li>• Prepare mailing lists and create new folders</li></ul>
3. MS Word and Excel	<ul style="list-style-type: none"><li>• Create new files</li><li>• Insert, edit, and format text</li><li>• Format page and document layouts</li><li>• Define printing parameters</li></ul>
4. MS Word	<ul style="list-style-type: none"><li>• Insert, edit, and format tables</li><li>• Work with templates</li><li>• Insert, edit, and format images</li><li>• Create mail merge documents</li></ul>
5. MS Excel	<ul style="list-style-type: none"><li>• Edit and format spreadsheet cells</li><li>• Utilize various sorting capabilities</li><li>• Insert basic computing equations</li></ul>
6. Create and maintain a simple document management system	