Al Zahra College for Women

The first private female College in the Sultanate of Oman

STUDENT HANDBOOK
2020/2021

AL-ZAHRACOLLEGEFORWOMEN

Contact Info :

Reception : 24512888
Dean's Office : 24512804

Admission & Registration : 24512809 - 24512840 - 24512839

admission@zcw.edu.om
Fax: 24511193   P.O. Box: 3365 - P.C.: 111 - Madinat AL-I'rfan - Sultanate of Oman

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Deanship Foreword

Bismi-Allah al-Rahman al-Rraheem

Welcome to Al-Zahra College for Women, the College that was established in 1999 in academic affiliation with Al-Ahliyya Amman University as the first higher education institution specialized for women only, to become later a distinguished educational monument that contributes to the comprehensive renaissance called for by his Majesty, Sultan Qaboos – May Allah protect him -

The College offers a number of leading academic disciplines that cater to the labour market needs through the various academic programs in the fields of Management Sciences (Business Administration, Accounting, Finance and Banking), English Language (Literature and Translation), Information Technology (Computer Sciences and Software Engineering), Design (Graphic and Interior Design) and Law, as well as the Foundation Program, which trains new students in English, mathematics and computer skills and study skills in order to engage in the academic disciplines they have already chosen.

The College has also taken an important step in the field of postgraduate programs to meet the needs of the labor market. It has started the MBA program, and it looks forward to the development of new MA programs in the fields of Law, Finance and English language, and the initiation of business entrepreneurship center.

In order to achieve excellence and leadership, the College has sought to attract qualified teaching staff in different fields. It provides all material and immaterial resources that help the faculty members to perform their academic mission in the best possible way.

In support of the academic process, the College is also keen to provide specialized administrative staff members with high levels of competence in various administrative and logistic domains in order to ensure administrative management in the College away from routine and bureaucracy.

By the will of Allah, the first priority that will be highlighted this year is to obtain academic accreditation, as it is important in achieving the quality of education and upgrading the College to an advanced level among other higher education institutions in the Sultanate.

The College also looks forward to contributing effectively to the community and to building outstanding community partnerships, taking into account the value system of the Omani society, which is based on Islamic principles. Likewise, as the educational process to enlighten generations is a supreme message in which the College believes, we will work to provide an environment conducive to the educational process with sincerity and honesty to enable our students to achieve the highest degrees of scientific qualification enhanced by the spirit of belonging to this generous country.

Finally, my colleagues in the academic and administrative bodies and I do our best as one team with one clear vision, goals to harness all available resources to achieve the College vision, mission, goals and values.

May Allah bestow on us help and guidance

Acting Dean of Al Zahra College for Women

Dr. Amer Al-Mohammed Al-Abdullah

About the College

Al Zahra College for Women (ZCW) was established in 1999 by decision No 99/388 issued by the Ministry of Higher Education. Al Zahra College for Women started to operate in February 1999 under the supervision of the Ministry of Higher Education in Oman. The College is affiliated with Al-Ahliyya Amman University (the first private university in Jordan and member of Arab Private Universities Association).

Al Zahra College for Women is distinguished from its counterparts in that it is an exclusive female college (for Omanis and non- Omanis) and it uses English as a medium of instruction except in the Graphic Design and Law due to the market needs in the Sultanate of Oman. It is worth mentioning that the College has welcomed to its academic programmes a group of students with various special needs (Visual impairment, hearing impairment, and physical disability) and provided them with all facilities they need for their study.

Location
Situated at the Airport Heights, the College's new permanent campus is built in accordance with the standards and requirements of the Ministry of Higher Education.

Vision
Al Zahra College for Women aspires to being one of the reputable higher education institutions for the education of women in the Sultanate of Oman, the region, and internationally.

Mission
The mission of Al Zahra College for Women is to graduate well-educated women with the knowledge, skills, attitudes and values to contribute positively to society.

Goals The College attempts to achieve the following goals

1. Enhance academic standards
2. Enrich teaching and learning
3. Optimize the use of information and iearning technology
4. Promote research
5. Foster community engagement
6. Enhance management
7. Maintain adequate staffing
8. Provide appropriate physical resources

Values

1. Academic integrity
2. Professionalism and ethical conduct
3. Team work and cooperation
4. Transparency and accountability
5. Adherence to Islamic values
6. Respect for diversity

Academic Affiliation

The College is affiliated with Al-Ahliyya Amman University, the first private university in the Hashemite Kingdom of Jordan accredited by the Higher Education Council and works actively besides other higher learning institutes and has strong links with many world universities.

The University, situated in the picturesque Ac-salt area at the outskirts of Amman, (the Capital City) has eight colleges and a number of centers and provides vast services backed by highly-distinguished professionals. The University's campus accommodates a huge student population.

For more information about the University please visit :

www.ammanu.edu.jo

Fees Structure

(100 R.O) Admission Fees Not Refundable	(20 R.O) Insurance Fees (Refundable)	(35 R.O) Graduation Fees (Refundable in case of withdrawal)
Total: 155 R.O		

General English Foundation Programme Fees		
Level 1 623 R.O	Level 2 765 R.O	Level 3 612 R.O
Total 2000 R.O		

Academic Programmes Fees					
Programme	Credit Hours		Tuition Fees Per Hour	Diploma Total Tuition Fees	Bachelor Total Tuition Fees
	Dip.	Bachelor			
Law	-	126	59	-	7434
English Lang.& Lit	60	120	59	3540	7080
Graphic Design	60	121	65	3540	7865
Interior Design	-	120	65	-	7800
Business Administration	60	120	59	3540	7080
Accounting	60	120	59	3540	7080
Banking and Finance	60	120	59	3540	7080
Computer Sciences	60	120	65	3900	7800
Software Engineering Sciences	-	120	65	3900	7800

	Credit hours	Fees per hour	Fees
English Language & Translation	Credit hours during the first and second years 60 hours	59 R.O	60*59= 3540 R.O
	Credit hours during the last two years 60 hours	65 R.O	60*65= 3900 R.O

Master (MBA)	36 hours	150 R.O	5400 R.O

Note : Remedial Courses cost 150 R.O per hour .

All tuition fees for the semester must be paid upon registration and may be divided as follows:

1 - 30% of the fees to be paid at the time of registration of semester courses.

2 - 30% of the fees before the first exam.

3 - 40% of the fees before the final exam.

■ Release of exam results and registration for the new semester is only possible after a complete settlement of the previous semester's fees.

Financial schemes related to new students

Private (self-sponsored) students:
1. The student will pay an amount of 155 R.O as registration, insurance and graduation fees.
2. Enrolled students should pay all dues prior to getting the approval for any study deferment or withdrawal from the College.
3. If the student withdraws for any reason after her enroll ment, but prior to the beginning of the academic semester, she will be refunded the amount of (55) R.O.

Fee Discounts offered by the College:

The College offers fee discounts, within the allocations approved for this purpose. Discounts apply only on the study hours' fees of the following:

- Ministry of Education as per the signed agreement.
- Orphans (Diploma / BA) 10%.
- Students from social welfare families (Diploma / BA) 10%.
- Students with academic distinction (Diploma / BA) 50% where they are offered the discount based on the second semester results of the academic year, provided that they achieve the top rank with distinction.
- Students who are daughters of the College shareholders (Diploma / BA / MBA) 30%.
- Students who are daughters of the College staff members (Diploma / BA) 50%.
- Students who are employees at the College (BA / MBA) 50% according to article no. 10 of the study fee discounts regulations established in the College.
- Students who are daughter of military forces and police whose salaries are less than 700 OMR (Diploma / BA) 10%.
- Students who are daughters of retired military whose pension is less than 350 OMR (Diploma / BA) 10%.

Conditions for granting study discounts:

- Students shall fulfill all the College admission requirements.
- Students shall not be covered by any other discount or grant provided by the College.
- If the student meets the conditions of more than one grant at the same time, she is offered the highest one only.
- The study hours' fee discount is cancelled whenever the conditions, under which the student was granted the discount, change.

Student Services and Facilities

Department of Student Affairs

The Department of Student Affairs is one of the main pillars of the College, as it provides students with basic services and helps to create a suitable environment for learning. The Department of Student Affairs includes three sections: Student Support and Activities, Career Training and Guidance and Alumni Services, and the hostel. Its tasks are divided as follows:

I- Supervising the College student facilities:

1- The Clinic: provides primary health care services for students.

2- The Cafeteria: provides basic and light meals for students at reasonable prices.

3 – The bookshop: provides all the necessary items for the students' study.

4 – The Prayer room.

5- The Auditorium: a place where activities and events are held in the College.

6- Transportation: The College provides daily transportation service for students to the hostel according to the study schedules. It also includes student transportation to hospitals and medical centers in case of sickness

II- Monitoring Student Activities:

Due to the important role of extracurricular activities in the student academic life, the Department of Student Affairs carries out extracurricular activities in the areas of art, culture and society in order to develop and refine their talents and hobbies and give them the opportunity to express themselves and develop their personalities. Some of these extracurricular activities are organized on the College campus, while others are in the held in the hostel throughout the year. The College administration also organizes some activities in cooperation with other institutions. In addition, the College provides an opportunity for its students to represent the College in the events organized by other educational or community institutions. Therefore, it has established a number of student activity groups:

1- Cultural Activity Group: it organizes extracurricular activities: cultural, religious, recreational, social and national.

2 - Photography Group (Zoom ZCW): it organizes all events and competitions in the field of photography, whether at the College or at the higher educational institutions levels in the Sultanate. It also represents the College in the events organized by other educational or community institutions, in addition to its participation in exhibitions and global competitions.

3- Social Activity and Public Service Group: it organizes social activities inside and outside the College in cooperation with other local community institutions.

4- Sports Activity Group: it organizes all sports activities in cooperation with other institutions like the Omani Committee for University Sports, the Omani Committee for Women's Sports, and some higher educational institutions in the Sultanate.

5 - Student Advisory Council: This students' representative is made up of 14 members elected by the College students and it operates as a link between the students and the College management. The council functions within the rules and regulations outlined in the College and the specified responsibilities assigned to it by the Ministry of Higher Education. One of its main goals is to inculcate leadership in students and provide them with a platform to express their opinions as well as helping them to overcome any challenges they may face. The Council also assists the College in improving the academic and non-academic services, students' initiatives, constructive feedback communication, and teamwork as well as voluntary activities by the students.

The Council is made up of: the President, the Deputy President, and General Secretary. The Council has three main committees namely, the Academic Affairs Committee, Student Services Committee and Activities and Initiatives Committee. The Council is currently serving its second term 2016/2017 following its first term in the academic year 2015/2016.

III- Providing psychological counseling service:

Psychosocial, social and educational support is provided to students to overcome any academic difficulty. This would help students to cope up with university life through several orientation programs, thus achieving psychological and academic settlement for them.

IV-Career Training and Guidance and Alumni Services:

The Department of Career Training and Guidance and Alumni Services was established to support the College alumni in building their professional skills and preparing them to the local and regional job market. It represents the College vision regarding the community engagement responsibility, so it has its direct links with the College alumni and public and private organizations. The department targets the College graduates through training programs and workshops in career guidance, such as CV writing and job interviews, which helps to improve their employability prospect in the job market. Moreover, it offers the required statistics through the alumni feedback which in turns fulfills the outputs of higher education and job market. The department also provides field training for graduates in order to practically prepare them with the needed skills in different areas. This would reflect a match between the students' theoretical background the knowledge they acquired throughout their study, thus widening their job prospects after graduation.

Codes of student discipline on the campus:

1- Uniforms: all students are committed to wearing modest clothing in accordance with Omani customs and traditions. Wearing burqa is not allowed inside the College campus.

2- Student behavior: students are advised to avoid all behaviors that violate honesty or ethics, which would negatively affect the College reputation or its staff. Such acts are strictly prohibited whether on the campus or outside the college in any activity in which the College takes part.

3- College facilities: students shall preserve the College property and facilities to ensure their maximum benefit, which would maintain the public interest and a civilized aspect of the College.

4- Smoking: It is strictly prohibited to smoke or use any kind of alcohol in all College facilities.

5- Respect: students are encouraged to show commitment to mutual respect to other students and staff in the College, whether in classrooms or other facilities.

6- Lectures: lecture attendance and practical training are highly important and shall not be disturbed at all. It is also important not to create chaos during the organization of student activities.

7- Committees: students shall refrain from organizing or participating in any committees, associations or conferences without the prior authorization of the Department of Student Affairs.

8- Mobile phones: all students shall switch off their mobile phones during the lectures.

9- College Card: students are committed to keep their college cards with them on the campus and show them if asked to do so.

Computer Labs

The number of computer labs equipped at Al Zahra College for Women is 10 labs distributed across all academic departments, including 3 Apple Macintosh labs for graphic design department. The laboratory computers contain the latest versions of Windows operating systems and Office applications. The computers have dual-booting mode that allows the user to choose between Linux or Windows as the operating system.

All computer labs are connected to the Internet and equipped with multimedia tools (headphones, sound systems, projector). Students can sign in using their own account, which is created once the student has registered at Al Zahra College.

About EduGate

Edugate is a system composed of several services for visitors to the gate, the students, and tutors. Students can register their courses online and check their academic records. It facilitates operation of the academic system in the College and provides as much information to its users, while ensuring the validity and accuracy of the updated information. Edugate is bilingual, smooth and can be used by everyone.

Learning Resources Center

The Learning Resources Center is the College provider of knowledge as it makes all educational and research services available to students. The center includes a huge number of books, references, electronic periodicals and other multimedia information. Students can use the research databases (EBSCO – EBRARY - SCOPUS) which are considered one of the biggest international databases, covering all types of journals in the fields of science, humanities and education.

EBSCO database consists of more than 7933 periodicals, 3100 of which are well-reputed journals and 3988 are available in full text. EBRARY is limited to e-books through which students and staff members can browse more than 50,000 titles in all specializations by subscribing to the Amman AlAhlaiya University website. SCOPUS database has also been added recently to be viewable to all. The center conducts several activities and workshops that primarily aim to spread the culture of reading and scientific research, and to develop the students' sense of creativity and contribution, such as the book exhibition that joint with many lectures and workshops on self-development and others.

Admission and Registration Department

Admission Requirements

1. Omani General Diploma or its equivalent with 50% minimum average.
2. Certificates issued in other countries must be accredited by the Ministry.

Required Documents for Admission

1. General Diploma (Original) or its equialent
2. 2 personal photo.s
3. Copy of I.D (2 copies).
4. Copy of civil offairs card & passport for non-omanis.
5. Copy of the guardian I.D or passport.
6. Testimonial of Conduct issued by the last school attended.
7. Copy of the Social Welfare Card and Bank cucount number for the sponsored students.
8. A written undertaking of approval from employer, if applicant is an employee .

Admission Requirements for MBA

1. Applicants should have a BA degree with not less than «good» (GPA 68 %) or equivalence from a recognized university.

2. The BA should be in the area of specialization or relevant areas.

3. Applicant must have earned a BA as a regular student.

4. Specific number of seats (not more than 20% of the total admission quota) will be allocated to students with pass grade under the following conditions:

4.1. The applicant should study (3) courses in the first semester assigned by the Department.

4.2. The (3) courses will be studied by all students in the program.

4.3. Student with pass grade must obtain a minimum 70% in each course and the GPA in these three courses must be minimum 75% to be considered regular student.

4.4. The three courses form a part of the students study plan.

4.5. If the student fails to fulfill the requirements of items 4.3 above, she will be

5. Applicants who do not hold a BA degree in the area of specialization are to study (6)

   bridging courses, with the possibility of equalizing related courses that the students have
   already studied.

6. For the applicants with pass grade, the preference will be given to those who have work
   experience.

7. Any student who wants to join the MBA program shall prove her efficiency in English by
   submitting (TOEFL or IELTS) certificate as follows:

   a. Passing IELTS with a band of (6) or its equivalence.

   b. **Students who had already studied their BAs in English are excluded from (A), provided
   that they submit a certificate of PBT TOEFL with a score of no less than (400) or its
   equivalence (The Affiliation University's condition).**

8. Applicants for the program are interviewed by Department postgraduate committee.

Required Documents for MBA

1. Certified copy of BA Certificate
2. Student transcript
3. TOEFL or IELTS Certificate
4. Student ID card and passport (Copy)
5. Guardian ID card (copy)
6. Curriculum Vitae
7. Experience Certificate
8. (4) personal photos
9. A written pledge of approval from employer, if applicant is an employee

PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS ONLY

SPECIALIZATION	MOTOR DISABILITY	HEARING DISABILITY	VISUAL DISABILITY	REMARK
- Business Administration - Financial and Banking Sciences - Accounting	Yes	* No	Yes	- The student is interviewed when she chooses Computer Sciences and Software Engineering Sciences programmes to ensure her capa- bilities in the field of information technology. - The student is subject to an interview to determine her specific needs before accepting her.
- Graphic Design	Yes	* Yes	No	
-Interior Design	Yes	* Yes	No	
- English Language &Literature - English Language & Translation	Yes	* No	Yes	
- Computer Science - Software Engineering	Yes	* No	Yes	
- Law	Yes	* No	Yes	

* Students with hearing impairment (mute) will have their interests checked to decide on admitting them to their designed programnes.

Academic Supervision

The students' needs vary and many bodies involve in the academic supervision including the Registration Department and the concerned academic departments which pvovide the enrolled students with the academic supervision they need upon registration. An academic supervisor will be appointed for each student when she registers in a particular academic department.

Study Plans

The study plan consists of the total courses required for the specialization. The student has to pass all courses successfully. Study plans of the BA Program are different from the plans of the diploma program. The Diploma study plans represents 50% of the courses included in the BA program and as stipulated below:

Academic Department	Program	Credit Hours		
		Dip.	Bachelor	Master
English Language	English Lang.& Literature	60	120	-
	English Lang.& Translation	-	120	-
Management Sciences & Finance	Business Administration	60	120	36
	Accounting	60	120	-
	Banking and Finance	60	120	-
Information Tecnology	Software Engeneering	-	120	-
	Computer Sciences	60	120	-
Design	Graphic Design	60	121	-
	Interior Design	-	120	-
Law	Law	-	126	-

A study plan is divided into:

1. College Requirements

College Requirements represent a common ground among all programs and they aim at improving the student's communication and expression skills and to enhance her knowledge in different social, human and scientific fields.

College requirements comprise (12) credit hours as follows:

A. College Requirements (9) credit hours as follows:

Course No.	Course Title	Credit hours
11101	Arabic Language (1)	3
11103	The History of Oman	3
11108	Entrepreneurship	3

B. Elective Courses: (3) Credit Hours:-

New Course Nos.	Course Title	Credit hours
11102	(Arabic Language (2	3
11105	Contemporary Issues	3
11106	Arab Islamic Civilization	3
11107	Man & Environment	3

2. Department Requirements

Academic Department	Program	Min	Max
Department of English Language	English Lang & Literature	60	90
	English Lang & Tran	60	90
Design	Graphic Design	60	90
	Interior Design	60	90
Management Sciences& Finance	Business Administration	60	90
	Accounting	60	90
	Banking and Finance	60	90
Information Tecnology	Computer Sciences	60	90
	Software Engeneering	60	90
Law	Law	100	118

Department Specialization Courses

a. Elective courses of (3-18) credit hours

b. Compulsory courses

3. Ancillary courses of (3-6) credit hours

   a. Each department chooses from the elective courses offered in the other academic departments

b. Elective courses should be of good relevance to the specialization of the academic department.

4. Free requirements

The student should study one course (3 credit hours) from the courses offered in other departments.

Duration of study and academic load

1. The academic year consists of two semesters (first and second).

2. The College may offer courses during summer semester which is not considered an academic semester for the purposes of study deferment or issuing an academic warning.

3. The duration of the study for a Diploma degree for the normal student workload is four semesters or two years of study, besides the preparatory year.

4. The duration of the study for a bachelor's degree for the normal student workload is eight semesters or four years of study, besides the preparatory year.

5. The minimum duration of study to get Diploma degree is 4 academic semesters or two years of study.

6. It is not permissible for a student to get a bachelor's degree in a period of less than six academic semesters or three years of study." A year of study" comprises two academic semesters and a summer semester can also be added .

7. The duration of the student's enrollment in the college to get a bachelor's degree in a certain specialization should not exceed seven years excluding the student who transfers her study from one major to another as she will be treated as a new student.

8. The duration of the academic semester is 16 weeks including examinations, while the duration of the summer semester is 8 weeks including examinations.

9. The minimum credit hours studied by a student registered for a Bachelor's degree (academic load) is (12) credit hours, and with the approval of the Dean of the College she can study (9) credit hours only.

10. The upper limit of academic load for the students is (18) hours. The student can study 3 more credit hours if :

a. her accumulative average in the previous semester is not less than 76%

b. if this lead to her graduation.

Subject to the Dean's approval, the academic load of the student in her final (graduation) semester can be (22) credit hours if a further training hour is required.

11. The upper limit of the academic load in the summer semester is (9) credit hours. If approved by the Dean, it can be increased to (12) credit hours if that leads to the student's graduation.

12. The students enrolled for a bachelor's degree are classified into four levels: the first year, second year, third year and fourth year, besides the preparatory year. The student will be in the level of the second or third or fourth year if she has successfully passed not less than (33, 66, 99)

credit hours in a row.

13. Registration for the new semester is possible only after a complete   settlement of the previous semester's fees.

Attendance Policy

1. Attending classes is compulsory for all courses according to the number of credit hours required in every course in the academic program.

2. The enrolled student is not allowed more than 15% absence of the total hours of a particular course.

3. If the student exceeds the absence percentage mentioned above and fails to present a document to prove her compelling reason or a sick leave that the Dean approves, she will be barred from taking the final exam and she will have to repeat that course. The fail mark in this course will be included in the calculation of the semester and accumulative average for the purposes of issuing an academic warning or termination from the subject program.

4. If the student who missed more than 15% of the total hours of a particular course presented a document to prove her compelling reason or a sick leave that the Dean endorses, she will be considered withdrawn from that course and the Dean will notify the Registration Department accordingly. Withdrawal provisions will be implemented and the word "withdrawn" will be stated in the student's academic script against that particular course.

The students who represent the College in formal local or international activities will not be allowed exceeding 20% absence of the total hours of relevant course(s).

5. Any sick leave should be issued by a medical authority (clinic or doctor) recognized by the college. This medical certificate should be submitted within two weeks from the date of interruption of the student's attendance. In other compulsive cases the student has to provide a proof of her compulsive excuse within a week from the date of the demise of the reasons for absence.

6. The Dean, Faculty Members, Lecturers and Director of Admission and Registration Department are responsible for the implementation of the provisions of the afore mentioned attendance policy.

Registration dates

Students should register the courses offered by their departments in the first week of the semester. The student will not be allowed to register after two weeks from the beginning of the semester unless she presents a valid excuse(medical or compulsive) that the Dean endorses.

Course Add and Drop

1. Self-sponsored students are allowed to drop and add any course(s) within the first three weeks of the semester, and within the first five weeks of the semester for the scholarship students, while add and drop is possible within three(3) days from the beginning of the summer semester. These dates can be overlooked in the following cases:

    a. Change of specialization.

    b. If student's graduation is expected in the semester she is registering for and the addition or dropping of a particular course is essential to fulfill her graduation requirements .

    c – If a course was cancelled due to the unavailability of a minimum of students enrolled, the student will have to add a course as a replacement .

    d. - If the timing of a certain course was changed officially incurring a clash in the student's time table.

    e. If a new course was offered after the date of registration and the students wanted to add that course.

    g. If student's accumulative average in the previous semester was 76% or more and she wanted to study (21 credit hours) in the following academic semester.

    h. If the student failed in a certain course in one of the academic semesters and she scored less than 50% and she wanted to study this course in the following semester.

    i. If there was a mistake in the academic supervision for the student .

    j. If the student was under academic warning and she wanted to study

    a course that might help her increase her accumulative average.

2. Enrolled student (all levels) can withdraw from a course or more in no later than (12) weeks after the start of the first and second academic semester, and the 7th week of the summer semester for all levels incurring financial loss. The word "withdrawn" will be stated in the student's academic script against that particular course(s). This withdrawal will be processed by filling a special form prepared by the Registration Department and is subject to the Dean's approval and Registrar's endorsement. If the student does not withdraw within the period specified above, she has to comply with the registration of the courses she has taken initially. The number of credit hours after the withdrawal should not be less than the minimum study load which is (9)credit hours as per the present instructions.

3. The student who exceeds the sum of her absence excuse (15%) of the total hours of a particular course , yet manages to present a valid excuse,will be considered withdrawn from that course and the word "withdrawn" will be stated in the student's academic script against that particular course .

4. Student's withdrawal from all courses will incur deferment of study provided that she presents an application to the Dean at least two weeks before the final examination of the semester or one week before in the case of summer semester.

5. The Dean will decide about student's appeal to withdraw from all courses after she gets the academic warning (s)

6. All outstanding payments must be made by end of the semecter and a receipt will be issued.

Admission and Registration Procedures

The Department of Admissian and Registration announces at the beginning of every semester the registration procedures which are as follows :

1. Students must consult their academic advisors before registering any course .

2. Academic advisors check students study plans and assign courses for registration accordingly .

3. Courses are registered on line by following the link on the College's website .

4. Sponsored students can print their timetables from the College's website after confirming registration .

5. Self-sponsored students can obtain their timetables after paying (30%) of the tution fees .

Registration, add and drop regulations

Prior to the commencement of a semester, the Department of Admission and Registration announces the beginning of study as well as registration, drop and add regulations of the courses introduced by the academic departments. This announcement shows:

1 - Date of commencement of study.

2 - Date and time frame for course registration.

3 - Date and time frame for add and drop with and without financial loss.

4 - Date and time frame for course drop with financial loss.

Transfer from other universities and colleges

The College admits students transferring from recognized higher education institutions according to the following:

1. The student's General Secondary School Certificate (or equivalent) average meets the College admission repuirements.

2. The student has to be transferring from a full time regular study.

3. The student has to study no less than 50% of the College study plan of the new desired specialization.

4. Courses studied in the original institution are accredited for College courses if their content shows no less than 75% of the College relevant courses. Original courses credit is transferred to the new credit but is not considered when calculating the student's College cumulative.

Change of Major

1. A student may change specialization within the College if her General Secondary School average (or equivalent) qualifies her to join the new specialization.

2. Applications for changing specializations are made through a special form presented to the Head of the Department of Admission and Registration. Applications have to be approved by the desired department and endorsed by the College Dean.

3. When changing specialization, a student may ask for successfully studied course of her previous study plan to be considered in the new plan if they are a part of the new study plan. Marks of such courses are considered in calculating the student's semester average and cumulative.

4. A transferred student is considered a new student for the sake of: postponement of study, issuance of warning and dismissal from specialization. She has to study the study plan of the new specialization.

5. Sponsored students have to get the approval of the sponsoring party when changing specialization. This has to be done through a special form

Change of grade

1. Student is allowed to switch from B.A to Diploma after obtaining the College Councils approval.

2. Change of mode of study will clear all previous academic warnings and the highest grades will be counted.

Withdrawal from College and resumption of study

1. Withdrawal from College has to be presented through a special form to the Department of Admission and Registration at least two weeks before the beginning of the final examinations of the semester the student is registered in. The note "Withdrawn from College" is stated in the student's record and her registration is considered cancelled. In case the withdrawal request is presented during the final examinations of the semester the student is registered in, marks earned in the examined courses are considered while College zero is given to non-examined courses.

2. A withdrawn student can resume study within four years for Bachelore and two years for Diploma of the withdrawal date. The College Council may consider her re-registration in the same specialization. A re-registered student keeps her former academic record (unless she was dismissed from College). She has to fulfill the graduation requirements of the study plan applicable at the time of re-registration. The former period of study is considered in deciding the longest period limit for award of the Bachelor degree.

Deferment of study

1. A student can ask for postponement of study before the beginning of the semester she wants to postpone. She has to present reasons which a relevant College body considers convincing. This is performed by:

- College Dean if the requested postponement is for one semester. It should not exceed four successive or non-successive semesters.
- The College Council if the requested postponement is for more than four semesters, but not more than six successive or non-successive semesters.

2. A student can ask for postponement of study during the period of add and drop in special cases approved by the College Dean.

3. A new or transferred student can ask for postponement only after studying in a specialization for one semester.

4. The postponement period is not considered when calculating the longest allowed period for getting the Bachelor degree.

5. The Head of the Department of Admission and Registration has to be formally informed about the postponement decision issued by the College Dean or the College Council.

Tests and assessment:

The final mark for each course is (100 marks) and shall be distributed as follows:

- Midterm exam (30 marks) held during the eighth or ninth week of the semester.
- Class-based assessment (30 marks) distributed according to the description of the course in the semester.
- Final exam (40 marks) covers the entire scientific material of the course.

Courses of a scientific or research nature shall be excluded from the previous distributions, according to the nature of the course and what the concerned department determines in this regard.

Appeal against course mark and grievances

A student may ask for reviewing any of her course final marks within a maximum of two weeks from the beginning of the following semester. She has to put forward a grievance letter asking for reviewing marks. The Head of the Department of Admission and Registration has to be officially informed of that. The student pays a fee of one Omani Riyal for each mark review. The College Dean sets up a committee to make sure that there are no unmarked answers, no miscalculation of marks nor any mistake in carrying marks on. The student is informed about the committee's decision. Within a week after the Submission of her appeal.

Marks and their status

Mark %	Status
85-100	Excellent
76-less than 85	Very Good
less than 76- 68	Good
less than 68- 60	Satisfactory
less than 60- 50	Weak
less than 50	Fail

Re-examination opportunities (re-evaluation)

1. Failing courses have to be studied again.

2. A student may re-study a course in which she scored less than 60% to improve her cumulative. The highest mark is entered in the student's record.

3. The mark of a failing compulsory course is entered in the student's record. When such courses are repeated the student gets the highest mark. But in the case of an elective course the student may exchange it for a different course and have the previous mark cancelled.

4. In the case of repeating a course, because of failure or any other reason, the hours of such courses are considered part of the hours required for graduation and in calculating the cumulating only once. The student gets the highest mark.

Academic observation

1. A student is under academic observation if she obtains a cumulative less than (60%) in any semester other than the summer semester.

2. A student is not given academic warning at the end of the first semester of joining the College.

3. A student on warning has to eliminate its effect within a maximum of two terms by raising her cumulative to above (60%).

4. A student continues to be on warning but is not dismissed if she gets a cumulative less than (60%) and more than (59.5%).

5. The maximum study load of a student under observation is (9) hours. It can be raised to (12) hours by the approval of the head of department and Dean.

6. Cases other than the above, will be dealt with by the College Council within its jurisdiction.

7. The student is notified of the warnings issued via short message texts and recorded on the student's page at edugate.

8. Students of provisional cases must attend academic advisory session before registering new courses.

Breach of Academic Regulations

1. A student who does not register or postpone her study in any regular semester by the end of the drop and add period is considered discontinued and her College registration becomes cancelled. An exception is the case of presenting compelling excuses a accepted by the concerned body.

2. A student fails a course if it is proved that she has been cheating.

Dismissal from the specialisation

1. A student is dismissed from specialization if she scores a cumulative less than 50% in any semester other than the first semester of joining College and the summer semester.

2. A student is dismissed from specialization if she fails to eliminate a warning for two semesters after the time of warning. Exceptions are those who successfully complete 99 credit hours from B.A Plan and 45 credit hours from diploma plan have a cumulative ranging between (59.5% - 59.9%). The student should not have exceeded the maximum limit of time for degree award.

3. A student dismissed from specialization can register in the same special again only after cancellation of the former record. She has to register with a new ID College number. She will get none of her former cancelled credit.

4. Cases other than the above, will be dealt with by the College Council within its jurisdiction.

Graduation requirements

1. Studying within the required period of degree award and not exceeding the maximum period stated in Bachelor degree award regulations.

2. Studying the last two semesters in the College and abiding by Bachelor degree award regulation

The General Foundation Program

The Foundation Program is set as an essential requirement for all higher education students prior to joining their respective program. The Foundation Program is educational in a sense that it prepares students for higher learning and equips them with the necessary intellectual and social skills so much necessary for their success in higher education. The Program focuses on the English Language skills, Mathematics, IT and General Study Skills.

Study Plan

The GFP covers one full academic year divided into three trimesters as detailed below:

1. First trimester consists of 12 weeks, the student studies English Language Skills and IC3 or Basic Mathematics.
2. Second trimester consists of 12 weeks, the student studies Academic Reading and Writing, Academic Listening and Speaking in addition to Basic, Applied or Pure Mathematics.
3. Third trimester consists of 12 weeks, the student studies IELTS Preparation, General Study Skills in addition to IC3, Applied or Pure Mathematics.

Total contact hours in the study plan: 65 hrs.

Courses according to trimester, and number of hours

First Semester

Course No.	Course title	No. of hours per week
810	Integrated Language Skills (Core class)	10
810	Integrated Language Skills (Practice class)	4
811 815	IC3 (Core class) or Basic Mathematics (Core class)	6
Total 20 hours		

Second Semester

No.of hours	Course title	course number
812	Arademic Reading and Writing (Core class)	5
812	Arademic Reading and Writing (Practice class)	2
813	Academic Listening and Speaking (Core class)	6
813	Academic Listening and Speaking (Practice class)	2
815 817 818	Basic, Applied or Pure Mathematics (Core classes)	6
Total 21 hours		

Third Semester

No.of hours	Course title	course number
816	IELTS Preparation (Core class)	10
816	IELTS Preparation (Practice class)	4
814	General Study Skills (Core class)	4
811 817 818	IC3, Applied or Pure Mathematics (Core classes)	6
Total 24 hours		

Academic Supervision

In GFP, academic supervision provides the support and guidance for the student through the academic year. Each student in GFP is under the supervision of an academic supervisor from the beginning of the academic year till the student graduates from the GFP. The academic supervisor holds regular meetings (at least one every trimester) with the advisees to discuss academic and non-academic matters and suggest appropriate solutions for any grievances. They also guide advisees for choosing the suitable courses and registering their timetable in the College data base in every trimester.

GFP Placement Examination:

Attending placement is compulsory for all students. Placement tests are conducted at the beginning of every trimester after which students will be placed in various levels. The student who sits for the placement test may be exempted under the following conditions:

English Language

A score of 60-69% will exempt the student from studying first trimester English Language course. A score of 70-79% will exempt the student from studying first and second trimester English Language courses. A student who scores 80% and above will be interviewed to decide on the possibility of exempting her from studying the entire GFP English Language courses.

A student who has obtained a minimum of 5.0 in a valid IELTS certificate or a minimum of 500 (or its equivalence in a valid TOEFL certificate) will be exempted from studying all GFP English Language courses.

Students who opt for ZCW Law Department do not need to comply with GFP English Language standards because specialization is taught in Arabic. But they have to take General Study Skills, IC3, Basic and Pure Mathematics from GFP.

IT Skills

A score of 60% and above will exempt the student from studying the GFP computing course, namely, IC3.
A student who has obtained the IC3 or ICDL certificate will be exempted from studying the course.

Mathematics

A score of 60% and above will exempt the student from studying the Basic Mathematics course. Students scoring more than 60% will sit for another test in either Pure or Applied Mathematics depending on the specialization. A score of 60% and above would mean exempting her from the studying of Pure or Applied Mathematics.

Examination Protocols and Procedures

- Mobile phones, books and notes are prohibited in the examination room.
- A student is not allowed to leave the examination room during the first 30 minutes after the commencement of the examination.
- Students will not be admitted into the exam room after half an hour from the commencement of the examination.
- Students should display their student's ID card together with Exam Entry Slip.
- Exchange of materials or notes is not allowed.
- Students should write all the information needed on the answer script before answering the exam questions.
- No pencils for writing answers.
- Any attempt of cheating will be dealt with seriously, and if a student is caught cheating, she will be penalized according to the College academic bylaws.
- Students should maintain silence while leaving the examination room and in the corridors.

Grading criteria

- The GFP conducts two formal examinations (mid-trimester and final exams) in every course in the stipulated dates mentioned in the academic calendar. The grading criteria is distributed as follows:

Course	Mid Trimester Examination	CBA*	Final Examination	TOTAL
English Language	20	30	50	100
Mathematics	30	20	50	100
IC3	30	20	50	100
General Study Skills	30	40	30	100

* Class Based Assessment: It is awarded by core teachers and assistant lecturers on the basis of students' assignments, attendance, behavior, participation, punctuality, etc.

Mark Range	Grade
50 and above	Pass
Less than 50	Fail

Passing Grade: A grade of 50 is the minimum passing grade for the course.

Academic

Departments

MBA Program Objectives

The Program aims to achieve the following objectives:

The Master of Business Administration aims to:

1. Prepare qualified students to pursue their higher education and be able to assume senior management positions.

2. Enable students to develop the rationale for scientific research by linking research hypotheses, descriptive and quantitative analysis of data and information linked to the findings and recommendations.

3. Promote the values and ethics of administrative performance in all related fields within business environment, which would contribute to the achievement of the objectives of the organizations where the graduates will work.

4. Develop skills in integrating business knowledge necessary to perform as management professionals in a globalized business environment.

5. Provide the necessary technical and analytical skills for effective decision making.

MBA Program Learning Outcomes:

Upon successful completion of the MBA program, students will be able to:

1 - Conduct research into business and management issues.

2 - Analyze the implications of making ethically responsible decisions.

3- Understand the impact of globalization on the business environment and decision making.

4- Use analytical techniques and information technology to solve business problems.

5- Develop critical thinking, creativity, problem solving, decision-making, information and knowledge, and numeracy as well as quantitative skills.

6- Perform effective communication, leadership ethics and value management, within a team environment.

7- Recognize the special opportunities and challenges presented by the global business environment.

Managerial and Financial Sciences Department
Master Program in Business Administration
Credit Hours (36)

Study plan 2019-2020

Department: Managerial and Financial Sciences

Specialization: MBA Program of Business Administration

1.Comprehensive Track
A- Compulsory Courses – (24) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
ACCT26711	Managerial Accounting	3	-
ECON26712	Managerial Economics	3	-
POMG26713	Operations Management	3	26711, 26712
MNGT26721	Strategic Management	3	26712
FINA26722	Advanced Financial Management	3	26711, 26712
MNGT26723	International Business Management	3	26712
MNGT26731	Business Research Methodology	3	-
MRKT26732	Marketing Management	3	26712

B- Elective Courses – (12) Credit Hours

Field of Specialization	Course No.	Course Title	Credit Hours	Prerequisite
Finance	FINA 26715	Corporate Financial Reporting	3	26711
	FINA 26716	Management of Financial Institution	3	26712
	FINA 26717	Investment Banking	3	26722
	FINA 26718	Individual Research in Finance	3	-
Marketing	MRKT 26725	Consumer Behavior	3	-
	MRKT 26726	Advertising and Promotion Strategies	3	-
	MRKT 26727	Advanced Marketing Research	3	26731
	MRKT 26728	Marketing Strategy	3	-
Management	MNGT 26735	Business Communications	3	26712
	MNGT 26736	Human Recourse Management	3	26712
	MNGT 26737	Contemporary Management	3	-
	MNGT 26738	Total Quality Management	3	26713
Management Information System	INFS 26745	Management Information System	3	-
	INFS 26746	Computer Applications in Business	3	-
	INFS 26747	Database Management Systems	3	-
	INFS 26748	E-Business	3	-

2. Thesis track
A- Compulsory Courses – (21) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
ACCT26711	Managerial Accounting	3	-
ECON26712	Managerial Economics	3	-
POMG26713	Operations Management	3	26711, 26712
MNGT26721	Strategic Management	3	26712
FINA26722	Advanced Financial Management	3	26711, 26712
MNGT26723	International Business	3	26712
MNGT26731	Business Research Methodology	3	-

B- Compulsory Courses – (6) Credit Hours

Field of Specialization	Course No.	Course Title	Credit Hours	Prerequisite
Finance	FINA 26715	Corporate Financial Reporting	3	26711
	FINA 26716	Management of Financial Institution	3	26712
	FINA 26717	Investment Banking	3	26722
	FINA 26718	Individual Research in Finance	3	-
Marketing	MRKT 26732	Marketing Management	3	26712
	MRKT 26725	Consumer Behavior	3	-
	MRKT 26726	Advertising and Promotion Strategies	3	-
	MRKT 26727	Advanced Marketing Research	3	26731
	MRKT 26728	Marketing Strategy	3	-
Management	MNGT 26734	Strategic Planning	3	26712, 26713
	MNGT 26735	Business Communications	3	26712
	MNGT 26736	Human Recourse Management	3	26712
	MNGT 26737	Contemporary Management	3	-
	MNGT 26738	Total Quality Management	3	26713
	MNGT 26739	Project Management	3	-
Management Information System	INFS 26745	Management Information System	3	-
	INFS 26746	Computer Applications in Business	3	-
	INFS 26747	Database Management Systems	3	-
	INFS 26748	E-Business	3	-

C- Compulsory Course – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
MBA26799	Master thesis	3	26731

Law Department

The Department offers academic courses in the specialization Bachelor's degree in Law

The Department attempts to achieve the following goals:

- To design courses that cater for the employment market needs and administrative organizing requirements.
- To establish link with other similar departments regionally and worldwide.
- To prepare graduates well-equipped with knowledge in law and general knowledge in human sciences related to the law theory.
- Encourage research in legal studies in Omani legislations.
- To contribute into outlining legislations in the Sultanate to cope with the fast growth of the Omani society.
- To contribute into enhancing the practice of law in the Sultanate through establishing partnership with the local community, encouraging the outstanding graduates to further their studies, and by benefiting from the qualified legal experts.
- To respond to the employment market needs by providing highly-trained individuals with high professional legal skills.
- To inculcate personal and professional values that create personalities.
- To turn the theoretical legal data into practice.

Career Prospects for Graduates

The Omani legal system gives special attention to woman, so it has granted her many rights to enable her join man in the process of developing Omani society. The current laws and regulations have granted an equal chance to both man and woman without any discrimination the thing which means that women can work in any profession related to jurisdiction, prosecution, and other legal professions, especially lawyers.

The Omani woman has proved her competence and mastery of these professions, therefore Al Zahra College for Women, Which is a college for women, will supplement the labor market with graduates capable of contributing effectively to the building and excellence of the jurisdiction and law enforcement entities in Oman.

Department of Law
Study Plan for the Bachelor's Degree in Law
(126)Credit Hours

Department: law

College Requirements
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic 1	3	
11103	The History of Oman	3	
11108	Entrepreneurship	3	

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic 2	3	
11105	Contemporary Issues	3	
11106	Arab And Islamic Civilization	3	
11107	Human and Environment	3	

Department Requirements
1- Compulsory Courses – (99) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
24001	Principles of Economics	3	
41111	The Entrance to The Study of Law	3	
41112	Civil Law (Sources of Obligation)	3	41111
41156	Human Rights and International Humanitarian Law	3	
41148	The Entrance to Islamic Jurisprudence	3	
41141	Political Systems and The Basic System of The State	3	41111
41161	General Principles in The Penal Code	3	
41162	Public International Law	3	
41213	Civil Law (Compliance Provisions)	3	41112
41222	Personal Status (1)	3	41121
41230	General Principles in Commercial Law	3	41111
41243	Administrative Law	3	41111
41263	The Penal Code (Crimes Against Persons)	3	41161
41271	Legal Terms and Texts in English	3	41111
41343	Electronic Transactions Law	3	
41301	Civil Law (Named Contracts)	3	41213
41316	Civil and Commercial Procedures Law	3	41213
41366	Personal Status (2)	3	41222
41331	Commercial Papers and Banking	3	41230
41334	Arbitration Law	3	41230
41347	Labor and Social Security Law	3	41112
41364	The Penal Code (Crimes Against Money)	3	41263
41365	Code of Criminal Procedure	3	41364
41323	Personal Status (3)	3	41121
41373	Civil Law (Real Rights)	3	41213
41418	Forced Execution	3	41213
41419	Special International Law	3	41213
41420	Legal Practical Applications	3	41344
41332	Commercial Companies	3	41230
41436	Maritime and Air Law	3	41230

Study plan 2019-2020

Specialization: Bachelor law

41439	The Law of Proof	3	41316-41213
41445	Administrative Judiciary	3	41243
41440	Bankruptcy Law	3	41230

2- Elective Courses – (15) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
41163	Criminology and Punishment	3	
41248	Public Finances and Tax Legislation	3	41364
41250	Environmental Protection Law	3	41111
41253	International Organizations	3	
41257	Contemporary Doctrinal Issues	3	
41333	Intellectual Property Law	3	41111
41336	Insurance Contract	3	41111
41371	Legal Aspects of Investment	3	
41113	Consumer Protection Law	3	41230
41435	Human Trafficking Law	3	41161
41272	Cybercrime	3	41161
41227	Combating Money Laundering and Terrorist Financing	3	41161
41367	Narcotics and Psychotropic Substances Law	3	41161
41437	Juvenile Accountability Law	3	41161
41446	Administrative Law Applications	3	41445
41441	Ethics of The Legal Profession	3	41111

Department of English Language & Literature

The Department offers academic courses for the B.A Degree and Diploma in English Language and Literature and the Department attempts to achieve the following goals:

1. To respond to the needs of the local job market by providing highly-qualified individuals and graduates equipped with excellent command of the English language.
2. To develop creativity through the study of language and literature, and translation.
3. To develop and nurture in students different communication skills to facilitate the daily use of English in all spheres of life while interacting with others.
4. To establish partnership with the local community for mutual benefits.
5. To develop and update the Programme curricula.
6. To allow academic staff explore their strengths in applying research and scholarly activities in teaching.
7. To develop the potentials in applying the up-to-date educational technologies.
8. To create attractive work environment for the distinguished academics to join the Department.

Employment Opportunities:

Graduates of English language and literature have ample employment opportunities in professions that require expertise and high competency in English such as Education, as well as the related fields where bilingualism is required in translating texts. In addition, the programme prepares employable individuals for jobs in various social contexts that require essential communication skills.

Department of English Language & Literature
Bachelor Study Program (2009-2010)
Credit Hours (120)

Study plan 2019-2020

Department: English language and Literature

Specialization: English Language & Literature / Bachelor

College Requirements
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	
11103	The History of Oman	3	
11108	Entrepreneurship	3	

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	
11105	Contemporary Issues	3	
11106	Arab Islamic Civilization	3	
11107	Man & Environment	3	

Department Requirements
1- Compulsory Courses – (48) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
16101	Introduction to Fiction	3	-
16102	Conversation	3	-
16103	(Grammar(1	3	-
16104	Introduction to Linguistics	3	16103
16105	Introduction to Poetry	3	16101
16106	Reading Comprehension	3	-
16107	Essay Writing	3	161.3
16202	Advanced English Grammar	3	16103
16203	Introduction to Translation	3	16106/ 16107
16206	Methods of Scientific Research	3	16107
16208	Advanced Translation	3	16203
16209	(Drama(1	3	162156
16210	Pronunciation and Speech	3	16102
16212	Phonetics & Phonology	3	-16102 16104
16215	Novel 1	3	-16101 16105
16409	Sociolinguistics	3	16104

Specialization requirements
1- Compulsory Courses – (36) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
16301	Romantic and Victorian Literature	3	16209
16303	Shakespeare	3	16413
16304	Discourse Analysis	3	16409
16316	Contrastive Linguistics & Error Analysis	3	16409
16317	Semantics	3	16316
16401	20th Century Literature	3	16301
16402	Applied Linguistics	3	16317
16406	History of English Language	3	16304
16407	American Literature	3	16414
16412	Graduation Project	3	16402/16414
16413	17th &18th Century Literature	3	16209
16414	Literary Criticism theories	3	16401

2- Elective Courses – (18) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
16306	Classical Literature	3	16303
16307	(Drama (2	3	-
16308	Language Acquisition	3	16316
16310	Comparative Literature	3	-
16311	Language and Mass Media	3	16104
16312	(Modern European Language(French1	3	-
16313	Semiotics	3	16317
16315	Seminar in Language	3	16316
16318	Literary Translation	3	16208
16327	Cross - Cultural Communication	3	16208
16403	Colonial and Postcolonial Literature	3	16401
16410	Seminar in Literature	3	16401
16415	Women's Literature	3	16401
16428	Novel 2	3	16414

3- Ancillary Courses – (18) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
16109	Creative Writing	3	16107
16200	The Application of Computer in Research and Teaching	3	

Study plan 2019-2020

Department: English language and Literature

Specialization: English Language & Literature / Diploma

16206	Methods of Scientific Research	3	16107
16208	Advanced Translation	3	16203
16209	(Drama(1	3	162156
16210	Pronunciation and Speech	3	16102
16212	Phonetics & Phonology	3	–16102 16104
16215	Novel I	3	–16101 16105
16409	Sociolinguistics	3	16104

College Requirements
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	
11103	The History of Oman	3	
11108	Entrepreneurship	3	

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	
11105	Contemporary Issues	3	
11106	Arab Islamic Civilization	3	
11107	Man & Environment	3	

Department Requirements
1- Compulsory Courses – (48) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
16101	Introduction to Fiction	3	-
16102	Conversation	3	-
16103	(Grammar(1	3	-
16104	Introduction to Linguistics	3	16103
16105	Introduction to Poetry	3	16101
16106	Reading Comprehension	3	-
16107	Essay Writing	3	161.3
16202	Advanced English Grammar	3	16103
16203	Introduction to Translation	3	16106/ 16107

Department of English Language & Literature
Study Plan / Bachelor English Language & Translation (120) hours

Department: English language and Literature

College Requirements
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	
11103	The History of Oman	3	
11108	Entrepreneurship	3	

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	
11105	Contemporary Issues	3	
11106	Arab Islamic Civilization	3	
11107	Man & Environment	3	

Department Requirements
1- Compulsory Courses – (48) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
16101	Introduction to Fiction	3	-
16102	Conversation	3	-
16103	(Grammar(1	3	-
16104	Introduction to Linguistics	3	16103
16105	Introduction to Poetry	3	16101
16106	Reading Comprehension	3	-
16107	Essay Writing	3	161.3
16202	Advanced English Grammar	3	16103
16203	Introduction to Translation	3	16106/16107
16206	Methods of Scientific Research	3	16107
16208	Advanced Translation	3	16203
16209	(Drama(1	3	162156
16210	Pronunciation and Speech	3	16102
16212	Phonetics & Phonology	3	-16102 16104
16215	Novel 1	3	-16101 16105
16409	Sociolinguistics	3	16104

Specialization requirements
1- Compulsory Courses – (36) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
16304	Discourse Analysis	3	16208
16316	Contrastive Linguistics & Error Analysis	3	16208
16318	Literary Translation	3	16208
16319	Commercial & Business Translation	3	16208
16320	Lexicography & Terminology	3	16208
16321	Journalistic & Political Translation	3	16208
16416	(Consecutive Translation & Interpreting(1	3	16208
16417	Translation & Computer Technologies	3	16208
16418	Scientific & Technical Translation	3	16208
16419	Practical Training	3	16208
16420	(Consecutive Translation & Interpreting(2	3	16416
16421	Legal Translation	3	16208

2- Elective Courses – (18) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
16301	Romantic and Victorian Literature	3	16209
16302	Medieval and Renaissance English Literature	3	16209/16105
16308	Language Acquisition	3	16104

Specialization: English Language & Translation / Bachelor

Course No.	Course Title	Credit Hours	Prerequisite
16311	Language and Mass Media	3	16104
16313	Semiotics	3	16104
16315	Seminar in Language	3	16316
16317	Semantics	3	16316
16322	Issues in Translation	3	16208
16323	Religious Translation	3	16208
16324	Arabic Syntax and Morphology	3	16208
16326	Translation and Postcolonial Theory	3	16318
16327	Cross – Cultural Communication	3	16208
16402	Applied Linguistics	3	16104
16406	History of English Language	3	16104/16101
16422	Seminar in Translation & Linguistics	3	16316
16423	Applied Translation Studies	3	16319
16424	Translation Criticism	3	16316
16425	Audio – Visual Translation	3	16208
16426	On-sight Translation	3	16208
16427	Arabic Rhetoric	3	16208
16428	Novel 2	3	16215

3- Ancillary Courses – (18) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
16109	Creative Writing	3	16107
16200	The Application of Computer in Research and Teaching	3	

Department of Managerial and Financial Sciences

The Department presents subjects in Bachelor and Diploma in business management, financial and banking sciences, and accounting, in addition to Master of Business Administration (MBA) Programme.

Department goals
The department aims to:

1.Build students character and develop their scientific and practical capabilities to undertake leadership positions in public and private sector institutions. .

2.Recognize and participate in the latest knowledge reached in the areas of business and finance.

3. Contribute to the needs of the labor market in the business administrative, financial and banking, and accounting areas..

4.Promote entrepreneurial culture towards small and medium-sized projects..

5. Enrich students with practical skills through practical training in business administrative, financial and banking, and accounting areas.

6. Develop study plans and curricula to suit the needs of the labour market.

7. Recruit faculty staff members who possess competence and creativity.

8. Create appropriate educational environment to motivate students for excellence in achievement.

9. Enhance partnership and cooperation with the local community

10. Conduct scientific research and investigation in the areas of business administration, financial and banking, and accounting areas.

Employment Opportunities for Graduates
I-Business Administration: this major qualifies managerial cadres who are capable in making administrative decisions in several business enterprises in the public and private sectors. The study plan in this major is updated constantly to fulfil the requirements and the needs of labour market.

II. Financial and banking Sciences: this major qualifies graduates who work in specialized and commercial banks, financial markets, and investment companies.

III. Accounting: this major qualifies graduates for the needs of each governmental or private entity. Graduates are characterized by the ability to prepare financial statements for different types of enterprises or companies.

Managerial and Financial Sciences Department 2019/2020
Bachelor Program of Business Administration
Credit Hours (120)

Study plan 2019-2020

Department: Managerial and Financial Sciences

Specialization: Bachelor Program of Business Administration

College Requirements
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	–
11103	The History of Oman	3	–
11108	Entrepreneurship	3	-

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	11101
11105	Contemporary Issues	3	-
11106	Arab Islamic Civilization	3	-
11107	Man & Environment	3	-

Department Requirements
1- Compulsory Courses – (36) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23101	Financial Accounting (1)	3	-
23102	Financial Accounting (2)	3	23101
24101	Principles of Microeconomics	3	-
24201	Principles of Macroeconomics	3	24101
24204	Financial Management (1)	3	-
24413	Feasibility studies	3	24204
25102	Principles of Management	3	-
25103	Principles of Statistics (1)	3	-
25203	Principles of Marketing	3	25102
25205	Quantitative Methods in Decision Making	3	25103
25301	Scientific Research Methodology	3	25103
25302	Commercial Law	3	-

Specialization requirements
1- Compulsory Courses – (60) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
24208	Commercial Banks Management	3	24204
24212	Financial Mathematics	3	–
25202	Managerial Communication	3	25102
25206	Human Resources Management	3	25102
25207	Production & Operations Management (1)	3	25102
25208	Computer Applications in Management	3	25102
23301	Cost Accounting (1)	3	23102
25304	Material Management	3	25207
25305	Marketing Strategies Management	3	25203
25307	Organization Theory	3	25102
25308	Small Business Management.	3	25307
25309	Contemporary Issues in Business Management	3	25307
25310	Organizational Behavior	3	25206
23403	Managerial Accounting	3	23301
25401	Management Information system	3	25102
25402	Strategic Management	3	25307
25403	Production & Operations Management (2)	3	25207
25404	Total Quality Management	3	25402
25405	International Business Management	3	25402
25407	Graduate Project	3	25301

Specialization: Bachelor Program of Business Administration

2- Elective Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
24205	Money & Banking	3	24201
24207	Insurance Management	3	24204
24304	Financial Management (2)	3	24204
24403	Financial Services Marketing	3	25203
24411	Managerial Economics	3	24101
25210	Consumer Behavior	3	25203
25212	Knowledge Management	3	25102
25311	Marketing Research	3	25305
25314	Field Training	3	25308
25312	Business Ethics	3	24204
25406	E- Business Management	3	25401
25408	Project Management	3	25205
25410	Public Relations	3	25206
25306	Sales Management	3	25305

Free Course – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
		3	

Study plan 2019-2020

Specialization: Diploma Program of Business Administration

Department: Managerial and Financial Sciences

College Requirements

1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	-
11103	The History of Oman	3	-
11108	Entrepreneurship	3	-

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	11101
11105	Contemporary Issues	3	-
11106	Arab Islamic Civilization	3	-
11107	Man & Environment	3	-

Department Requirements

1- Compulsory Courses – (21) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23101	Financial Accounting (1)	3	-
23102	Financial Accounting (2)	3	23101
24101	Principles of Microeconomics	3	-
24201	Principles of Macroeconomic	3	24101
24204	Financial Management (1)	3	-
25102	Principles of Management	3	-
25103	Principles of Statistics (1)	3	-

Specialization requirements

1- Compulsory Courses – (24) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
24208	Commercial Banks Management	3	24204
25202	Managerial Communication	3	25102
25203	Principles of Marketing	3	25102
25206	Human Resources Management	3	25102
25207	Production & Operations Management (1)	3	25102
25208	Computer Applications in Management	3	25102
25304	Material Management	3	25207
25307	Organization Theory	3	25102

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23301	Cost Accounting (1)	3	23102
24205	Money & Banking	3	24201
24207	Insurance Management	3	24204
25210	Consumer Behavior	3	25203
25305	Marketing Strategies Management	3	25203
25401	Management Information System	3	25102
25312	Business Ethics	3	24204

Managerial and Financial Sciences Department 2019/2020
Bachelor Program of Financial and Banking Sciences
Credit Hours (120)

Study plan 2019-2020

Department: Managerial and Financial Sciences

Specialization: Bachelor Program of Financial and Banking Sciences

College Requirements
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	–
11103	The History of Oman	3	–
11108	Entrepreneurship	3	-

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	11101
11105	Contemporary Issues	3	-
11106	Arab Islamic Civilization	3	-
11107	Man & Environment	3	-

Department Requirements
1- Compulsory Courses – (36) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23101	Financial Accounting (1)	3	-
23102	Financial Accounting (2)	3	23101
24101	Principles of Microeconomics	3	-
24201	Principles of Macroeconomics	3	24101
24204	Financial Management (1)	3	-
24413	Feasibility studies	3	24204
25102	Principles of Management	3	-
25103	Principles of Statistics (1)	3	-
25203	Principles of Marketing	3	25102
25205	Quantitative Methods in Decision Making	3	25103
25301	Scientific Research Methodology	3	25103
25302	Commercial Law	3	-

Specialization requirements
1- Compulsory Courses – (60) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23304	Accounting for Financial Institutions	3	23102
24205	Money & Banking	3	24201
24207	Insurance Management	3	24204
24208	Commercial Banks Management	3	24204
24209	Financial Analysis	3	24204
24211	Computer Applications in Finance	3	24209
24212	Financial Mathematics	3	–
24213	Specialized lending Institutions	3	24205
24303	Public Finance	3	24201
24304	Financial Management (2)	3	24204
24305	Principles of Investment	3	24304
24307	Investment Portfolios Management	3	24305
24308	Money & Financial Markets	3	24305
24309	International Banking Operations Management	3	24208
24313	Credit Management	3	24208
24405	International Finance	3	24308
24406	Advanced Financial Management	3	24304
24407	Practical Training in Banks	3	24208
24415	Foreign Currencies Management	3	24205
24408	Graduate Project	3	25301

2- Elective Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23202	Corporate Accounting	3	23102
24210	Islamic Banks	3	24208
24306	Real Estate Finance	3	24305
24310	Financial Planning	3	24209
24403	Financial Services Marketing	3	25203
24411	Managerial Economics	3	24101
24412	Financial Risk Management	3	24307
24414	Foreign Trade	3	24201
24416	Financial Derivatives Management	3	24305
25206	Human Resources Management	3	25102
25312	Business Ethics	3	24204
25401	Management Information System	3	25102

Free Course – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
		3	

Study plan 2019-2020

Department: Managerial and Financial Sciences Sciences

Specialization: Diploma Program of Financial and Banking

College Requirements
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	–
11103	The History of Oman	3	–
11108	Entrepreneurship	3	-

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	11101
11105	Contemporary Issues	3	-
11106	Arab Islamic Civilization	3	-
11107	Man & Environment	3	-

Department Requirements
1- Compulsory Courses – (21) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23101	Financial Accounting (1)	3	-
23102	Financial Accounting (2)	3	23101
24101	Principles of Microeconomics	3	-
24201	Principles of Macroeconomic	3	24101
24204	Financial Management (1)	3	-
25102	Principles of Management	3	-
25103	Principles of Statistics (1)	3	-

Specialization requirements
1- Compulsory Courses – (24) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
24205	Money & Banking	3	24201
24208	Commercial Banks Management	3	24204
24209	Financial Analysis	3	24204
24211	Computer Application in Finance	3	24209
24212	Financial Mathematics	3	–
24304	Financial Management (2)	3	24204
24407	Practical Training in Banks	3	24208
24305	Principles of Investment	3	24304

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
24207	Insurance Management	3	24204
24210	Islamic Banks	3	24208
24213	Specialized lending institutions	3	24205
24303	Public Finance	3	24201
24313	Credit Management	3	24208
25203	Principles of Marketing	3	25102
25206	Human Resources Management	3	25102
25312	Business Ethics	3	24204
24306	Real State Finance	3	24305

Managerial and Financial Sciences Department 2019/2020
Bachelor Program of Accounting
Credit Hours (120)

Study plan 2019-2020

Department: Managerial and Financial Sciences

College Requirements
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	–
11103	The History of Oman	3	–
11108	Entrepreneurship	3	–

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	11101
11105	Contemporary Issues	3	-
11106	Arab Islamic Civilization	3	-
11107	Man & Environment	3	-

Department Requirements
1- Compulsory Courses – (36) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23101	Financial Accounting (1)	3	-
23102	Financial Accounting (2)	3	23101
24101	Principles of Microeconomics	3	-
24201	Principles of Macroeconomics	3	24101
24204	Financial Management (1)	3	-
24413	Feasibility studies	3	24204
25102	Principles of Management	3	-
25103	Principles of Statistics (1)	3	-
25203	Principles of Marketing	3	25102
25205	Quantitative Methods in Decision Making	3	25103
25301	Scientific Research Methodology	3	25103
25302	Commercial Law	3	-

Specialization: Bachelor Program of Accounting

Specialization requirements
1- Compulsory Courses – (60) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23202	Corporate Accounting	3	23102
23203	Intermediate Accounting	3	23102
23204	Computer Applications in Accounting	3	23101
23301	Cost Accounting (1)	3	23102
24212	Financial Mathematics	3	-
23205	Auditing	3	23202
23302	Field Training	3	23205
23304	Accounting for Financial Institutions	3	23102
24209	Financial Analysis	3	24204
23306	Cost Accounting (2)	3	23301
23309	Governmental Accounting	3	23102
23310	Accounting Information Systems	3	23202
23207	International Financial Reporting Standards	3	23202
23402	Advanced Financial Accounting	3	23207
23403	Managerial Accounting	3	23301
23404	Contemporary Issues in Accounting	3	23202
23405	Accounting Theory	3	23202
23406	Tax Accounting	3	23309
23408	Comparative International Accounting	3	23207
23409	Graduate Project	3	25301

2- Elective Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23210	Internal Auditing	3	23202
23308	Petroleum Accounting	3	23102
23407	Agriculture Accounting	3	23102
24210	Islamic Banks	3	23304
24205	Money & Banking	3	24201
25206	Human Resources Management	3	25102
24207	Insurance Management	3	24204
24304	Financial Management (2)	3	24204
25207	Production & Operations Management (1)	3	25102
25104	Principles of Statistics (2)	3	25103
25401	Management Information system	3	25102
25312	Business Ethics	3	24204

Free Course – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
		3	

Managerial and Financial Sciences Department 2019/2020
Diploma Program of Accounting
Credit Hours (60)

Study plan 2019-2020

Department: Managerial and Financial Sciences   **Specialization: Diploma Program of Accounting**

College Requirements

1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	–
11103	The History of Oman	3	–
11108	Entrepreneurship	3	-

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	11101
11105	Contemporary Issues	3	-
11106	Arab Islamic Civilization	3	-
11107	Man & Environment	3	-

Department Requirements

1- Compulsory Courses – (21) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23101	Financial Accounting (1)	3	-
23102	Financial Accounting (2)	3	23101
24101	Principles of Microeconomics	3	-
24201	Principles of Macroeconomic	3	24101
24204	Financial Management (1)	3	-
25102	Principles of Management	3	-
25103	Principles of Statistics (1)	3	-

Specialization requirements

1- Compulsory Courses – (24) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23202	Corporate Accounting	3	23102
23203	Intermediate Accounting	3	23102
23204	Computer Applications in Accounting	3	23101
23205	Auditing	3	23202
23301	Cost Accounting (1)	3	23102
23309	Governmental Accounting	3	23102
23406	Tax Accounting	3	23309
24212	Financial Mathematics	3	-

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
23210	Internal Auditing	3	23202
23308	Petroleum Accounting	3	23102
23407	Agriculture Accounting	3	23102
24205	Money & Banking	3	24201
24207	Insurance Management	3	24204
25206	Human Resources Management	3	25102
25207	Production & Operations Management (1)	3	25102

Department of Information Technology

The department offers bachelors and diploma degrees in computer science ,and bachelor degree in software engineering science.

The Department attempts to achieve the following goals:

1. To prepare highly-qualified graduates equipped with the required knowledge and skills in the job market.
2. To develop and create study plans in accordance with the job market needs.
3. To keep up the rapid development in the Information Technology field and its applications.
4. To develop the students' skills and talents in creative and critical thinking.
5. To enhance the academic staff capabilities in applying the new technological trends and innovations in teaching and learning.
6. To attract distinguished academic staff members with excellent research and teaching records.
7. To encourage scientific research, participations in international conferences and publications.
8. To encourage academic staff to indulge in joint research activities with peers in other universities.
9. To manipulate the modern technology in the learning process.
10. To encourage its graduates to pursue their further studies and contribute to serving the Omani community.

Employment Opportunities:

The graduates of IT specialization are employable in all companies and organizations in Oman, and particularly in the IT Labs in the College. The Department keeps in touch with its graduates and provides career guidance services and assistance in obtaining further qualifications and certificates from well-recognized international IT companies.

Study plan 2019-2020

Department: Information Technology Department

Specialization: Bachelor Computer Science

College Requirements

1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	...
11103	The History of Oman	3	...
11108	Entrepreneurship	3	...

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	...
11105	Contemporary Issues	3	...
11106	Arabic and Islamic Civilization	3	...
11107	Human and Environment	3	...

Department Requirements

1- Compulsory Courses – (24) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32102	Principles of Information Technology	3	...
32103	Introduction of Programming	3	...
32104	Object Oriented Programming	3	32103
32121	Mathematics (1)	3	...
32122	Discrete Mathematics	3	32121
32103	Data Structures and Algorithms	3	32104
32215	Technical Writing	3	...
25102	Principles of Management	3	...

2- Ancillary Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32210	Computer Networks and Data Transmission	3	32209

| 36201 | Software Engineering | 3 | 32104 |
| 32310 | Computers Security Systems | 3 | 32210 |

Specialization requirements

1- Compulsory Courses – (21) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32106	Internet Technology	3	32102
32108	Logic Design	3	32102
32112	Database Management Systems	3	32103
32201	Visual Programming	3	32103
32204	E-Commerce and Internet	3	32106
32209	Computer Architecture	3	32108
32221	Introduction to Statistics	3	32121
36210	System Analysis and Design	3	36201
32214	Algorithms Design and Analysis	3	32203
32301	Computation Theory	3	32122
32213	Database Applications	3	32104&32112
32312	Operating Systems	3	32203&32209
32322	Numerical Analysis	3	32121
32316	Computer Graphics	3	32203
32403	Artificial Intelligence	3	32203
32424	Wireless and Mobile Networks	3	32310
32401	Mobile Applications Development	3	32112
32314	Field Training	3	90 CH Pass
32410	Computer Networks Management	3	32310
32421	Graduation Project	3	90 CH Pass

2- Elective Courses – (12) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32321	Linear Algebra	3	32121
32110	Human Computer Interaction	3	32102
32208	Multimedia Systems	3	32102
32212	User Interface Design and Prig.	3	32201
32216	Selected Topics in Computer Science	3	Dept. Approval
32222	Mathematics (2)	3	32121
32304	Information Retrieval Systems	3	32112
32306	Data Mining	3	32112
32311	System Programming	3	32209
32404	Image Processing	3	32403
32407	Real Time Embedded System	3	32405&32312
32412	Parallel and Distributed Computation	3	32312
32414	Natural language Processing	3	32403
32415	Compiler Design	3	32302
32302	Programming Languages Design	3	32301&32104
32406	Expert System	3	32403
32324	Operations Research	3	32321
32408	Cloud Computing	3	32312

Free Course – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite

Study plan 2019-2020

Department: Information Technology Department   Specialization: Diploma Computer Science

College Requirements = 12 CH
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	...
11103	The History of Oman	3	...
11108	Entrepreneurship	3	...

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	...
11105	Contemporary Issues	3	...
11106	Arabic and Islamic Civilization	3	...
11107	Human and Environment	3	...

Department Requirements
1- Compulsory Courses – (21) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32102	Principles of Information Technology	3	...
32103	Introduction of Programming	3	...
32104	Object Oriented Programming	3	32103
32121	Mathematics (1)	3	...
32122	Discrete Mathematics	3	32121
32215	Technical Writing	3	...
25102	Principles of Management	3	...

Specialization requirements
1- Compulsory Courses – (21) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32106	Internet Technology	3	32102
32108	Logic Design	3	32102
32112	Database Management Systems	3	32103
32201	Visual Programming	3	32103
32209	Computer Architecture	3	32108
32210	Computer Network And Data Transmission	3	32209
32220	Graduation Project	3	Dept. Approval

2- Elective requirements – (6) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32103	Data Structures and Algorithms	3	32104
32204	E-Commerce and Internet	3	32106
36201	Software Engineering	3	32104
32213	Database Applications	3	32104&32112
32216	Selected Topics in Computer Science	3	Dept. Approval

Department of Information Technology
Study Plan for the Bachelor's Degree in Software Engineering
(120) Credit Hours

Study plan 2019-2020

Department: Information Technology Department   **Specialization: Software engineering**

College Requirements

1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	...
11103	The History of Oman	3	...
11108	Entrepreneurship	3	...

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	...
11105	Contemporary Issues	3	...
11106	Arabic and Islamic Civilization	3	...
11107	Human and Environment	3	...

Department Requirements

1- Compulsory Courses – (24) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32102	Principles of Information Technology	3	...
32103	Introduction of Programming	3	...
32104	Object Oriented Programming	3	32103
32121	Mathematics (1)	3	...
32122	Discrete Mathematics	3	32121
32103	Data Structures and Algorithms	3	32104
32215	Technical Writing	3	...
25102	Principles of Management	3	...

Specialization requirements

1- Compulsory Courses – (36) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32110	Human Computer Interaction	3	32102
36201	Software Engineering	3	32104
36211	Software Construction and Documentation	3	36211
36321	Software Project Management	3	32106
36322	Requirements Engineering	3	36201
36323	Software Testing and Quality Assurance	3	36201
36401	Ethics and Cultural Aspects of Entrepreneurship	3	36201
36402	Software Quality	3	36322
36403	Software Design and Architecture	3	36211
36404	Web Engineering	3	36210
36405	Graduation Project	3	90 CH Pass
32314	Field Training	3	90 CH Pass

2- Ancillary Courses – (21) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32106	Internet Technology	3	32102
32108	Logic Design	3	32102
32112	Database Management Systems	3	32103
32201	Visual Programming	3	32103
32204	E-Commerce and Internet	3	32106
32209	Computer Architecture	3	32108
32221	Introduction to Statistics	3	32121
32210	Computer Network and Data Transmission		32209
32312	Operating Systems	3	32203&32209
32213	Database Applications	3	32104&32112
36210	System Analysis and Design	3	36201

3- Elective Course – (12) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
32208	Multimedia Systems	3	32102
36324	Selected Topics in Software Engineering	3	Dept. Approval
32304	Information Retrieval Systems	3	32112
32306	Data Mining	3	32112
32310	Computers Security Systems	3	32210
36325	Software Integration	3	36321
32408	Cloud Computing	3	32312
32401	Mobile Applications Development	3	32112
36333	Software Maintenance	3	36201
32321	Linear Algebra	3	32121
32322	Numerical Analysis	3	32121
36406	Secure Software Development	3	32210

Free Course – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite

Design Department:
(Graphic Design and Interior Design)

The department offers diploma and Bachelor's degrees in Graphic Design and Interior Design.

Department objectives are to

1. Habilitate specialized graphic designers who are capable of keeping pace with labour market variables.
2. Continuously develop the abilities and skills of faculty members.
3. Motivate the institutional participation with other national and international educational institutions of similar approach.
4. Highlight the program role in environmental development and community services.
5. Encourage individual and joint specialized scientific research nationally and internationally.
6. Develop the creative and innovative skills of the students.
7. Raise the awareness of graphic designers' role in the society.
8. Achieve the international academic quality standards.

Career Opportunities, for Graphic Design graduates:

Graduates have gone into careers in a number of different fields including advertisement and website design. They are able to work in graphic design departments of private and public organizations, and ministries. Our graduates are equipped with highly valued qualities by employers in a range of industries including press, mass communication, advertisement, printing and publishing. They would work for TV channels, newspapers, magazines, electronic publishers, and analogue/digital photography agencies.

Career Opportunities for interior Design graduates:

Awide variety of career opportunities are availble for graduates. These career opportunities include fields of decoration and architectural beautification. They are able to work in companios making accessories of decoration and arclintectural beautification.

Study Plan for the Bachelor's Degree in Graphic Design (121) Credit Hours

Study plan 2019-2020

Department: Design

Specialization: Bachelor (Graphic Design)

College Requirements

1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	------
11103	History of Oman	3	------
11108	Business Management	3	------

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	11101
11105	Contemporary Issues	3	------
11106	Arabic and Islamic Civilization	3	------
11107	Human and Environment	3	------

Department Requirements

1- Compulsory Courses – (24) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
19101	Basic Design (1) 2 Dimensional	3	------
19102	Basic Design (2) 3 Dimensional	3	19101
19103	Computer Skills	3	------
19105	Drawing	3	------
19106	Drawing and Painting	3	19105
19108	Digital and Traditional Photography	3	------
19405	Aesthetics	3	------
19107	History of Art and Architecture	3	------

Specialization requirements

1- Compulsory Courses – (76) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
19104	Computer Graphics (1)	3	19103
19201	Printing Techniques	3	------
19202	Silk Screen Printing	3	19201
19203	Logo Design and Application	3	19102
19204	Newspaper and Magazine Design	3	19203
19205	Computer Graphics (2)	3	19104
19206	Typography	3	------
19207	History of Islamic Art	3	19107
19301	Illustration	3	19106
19302	History of Graphic Design	3	------
19303	Research Methodologies	3	------
19304	Graphic Design Materials and Techniques	3	------
19305	Packaging Design	3	19204
19306	Printed Advertising Design	3	19305
19307	Computer Graphics (3)	3	19205
19308	Computer Graphics (4)	3	19307
19309	Color: Theory and Application	3	------
19401	Theories and Methodologies of Graphic Design	3	------
19402	Semiotic and Visual Communication Studies	3	------
19403	Pre-Press	3	19201
19404	Global Art History	3	19207
19406	Field Training	3	Must pass 75 hours
19407	Graduation Project (1)	1	19306
19408	Graduation Project (2)	6	19407
19409	Website Design	3	19307

2- Elective Courses – (6) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
19109	Photography for Advertising	3	19108
19208	Advanced Printing Techniques	3	------
19209	Marketing and Advertising Campaigns	3	------
19310	Animation Design	3	19307

Free Course – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
------	A Student can choose a related course from other departments	3	------

Study Plan for the Diploma Degree in Graphic Design (60) Credit Hours

Study plan 2019-2020

Department: Design

Specialization: Diploma (Graphic Design)

College Requirements

1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	------
11103	History of Oman	3	------
11108	Business Management	3	------

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	11101
11105	Contemporary Issues	3	------
11106	Arabic and Islamic Civilization	3	------
11107	Human and Environment	3	------

Department Requirements

1- Compulsory Courses – (18) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
19101	Basic Design (1) 2 Dimensional	3	------
19102	Basic Design (2) 3 Dimensional	3	19101
19103	Computer Skills	3	------
19105	Drawing	3	------
19108	Digital and Traditional Photography	3	------
19107	History of Art and Architecture	3	------

Specialization requirements

1- Compulsory Courses – (27) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
19104	Computer Graphics (1)	3	19103
19106	Drawing and Painting	3	19105
19201	Printing Techniques	3	------
19202	Silk Screen Printing	3	19201
19203	Logo Design and Application	3	19102
19204	Newspaper and Magazine Design	3	19203
19205	Computer Graphics (2)	3	19104
19206	Typography	3	------
19207	History of Islamic Art	3	19107

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
19109	Photography for Advertising	3	19108
19108	Advanced Printing Techniques	3	------
19209	Marketing and Advertising Campaigns	3	------

Study Plan for the Bachelor's Degree in Interior Design (120) Credit Hours

Department: Design

Study plan 2019-2020

Specialization: Bachelor (Interior Design)

College Requirements
1- Compulsory Courses – (9) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11101	Arabic Language (1)	3	------
11103	History of Oman	3	------
11108	Business Management	3	------

2- Elective Courses – (3) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
11102	Arabic Language (2)	3	11101
11105	Contemporary Issues	3	------
11106	Arabic and Islamic Civilization	3	------
11107	Human and Environment	3	------

Department Requirements
1- Compulsory Courses – (102) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
21101	Basic Design (1) 2 Dimensional	3	------
21102	Basic Design (2) 3 Dimensional	3	21101
21103	Drawing	3	------
21104	Geometric Perspective	3	------
21105	Computer Skills	3	------
21106	Drawing and Painting	3	21103
21107	Architectural Drawing	3	------
21108	Computer Aided Interior Design (1)	3	21105
21109	History of Art and Architecture	3	------
21201	Color: Theory and Application	3	------
21202	Computer Aided Interior Design (2)	3	21108
21203	Residential Interior Design	4	21102
21204	Digital and Traditional Photography	3	------
21205	Technology of Materials	3	------
21206	Aesthetics	3	------
21207	Interior Design Contemporary Topics	3	------
21208	Construction Details of Interior Design	3	21205
21209	Wall Cladding Design	3	------
21302	Workshop and Model Making	4	Must pass 45 hours
21303	Furniture Design	4	21307
21304	Commercial Interior Design	4	21203
21305	Environmental and Administrative Interior Design	4	21304
21306	Lighting and Acoustics in Interior Design	3	------
21307	History of Interior Design	3	21209
21308	Interior Architecture	3	------
21309	Field Training	3	Must pass 90 hours
21401	Interior Design Psychology and Methodologies	3	------
21402	Professional Practice and Specifications	3	------
21403	Production coasts and Project Management	3	------
21406	Touristy Interior Design	4	21305
21407	Graduation Project (1)	2	21305
21408	Graduation Project (2)	4	21407
21310	Landscaping in Interior Design	3	------
21311	Art & Architectural Decoration	3	------
21312	Interior Space Planning and Rendering	3	------
21313	Art And Design Criticism	3	------
21314	Research Methodologies	3	------
21315	Global Art History	3	21109
21316	History of Islamic Art	3	21109
21404	Textile & Accessories in Interior Design	3	------
21405	Advanced Skills in Computer-Aided Design	3	21202
21409	Schools & Movements in Contemporary Design	3	------

2- Elective Courses – (6) Credit Hours

Course No.	Course Title	Credit Hours	Prerequisite
21301	Omani Architectural Styles	3	------

Students' Disciplinary Acts:

Article (32): These guidelines are herein defined as Students' Disciplinary Act at ZCW.

Article (33): The rules mentioned hereto are applicable to all students registered at ZCW.

Article (34): Disciplinary Offences:

Hereunder are the disciplinary offences any offending student at ZCW shall be held responsible for under the disciplinary act:

1. Violating the rules, regulations and decisions sanctioned by the Management of the College.
2. Personally-predetermined or instigating others' absence from classes or any other activity for which participation is mandatory as per the College rules.
3. Cheating or any act that breaches the examinations codes.
4. Any disgraceful demeanour or offence committed inside Campus or in any outside function attended by the College that result in dishonouring the College or its employees.
5. Holding or participating in any unlicensed organization that violates the College Bylaws and directives.
6. The use of the College buildings or hostels for other purposes without prior approval of the concerned authority in the College.
7. Distribution of pamphlets or newsletters or collecting signatures or donations without obtaining approval of the concerned authority in the College and misusing such an approval.
8. Vandalism.
9. Violating the rules governing organizing lectures and talks in the College or insulting any academic or administrative staff in the College.
10. Any act of fraud or use of fake documents for any College-related purpose.

Article (35): Disciplinary Punishments

General Punishments:

1. Warning.
2. Dismissing the student from the Lecture Room whenever necessary.
3. Barring the student partially or fully in the subject that she violates the rules.
4. To ban the student for a limited period of time from utilizing the services of the department or departments in which the offence is committed.
5. To ban the student for a limited period of time from participating in one activity or more in which the offence is committed.

6. Issuance of warning (First, Second & Final).
7. Fine equal to the value of the item(s) damaged.
8. Temporary dismissal from the College for one semester or more.
9. Dismissal from the College.
10. To consider the conferment of a degree void if fraud or cheating is practiced in the process of its issuance.

Examinations Disciplinary Act (Breach of Examinations Code)
1. If a first-time offender is caught cheating during the examination or test, she will be referred to the disciplinary committee in the College and if found guilty the student will fail the course and be given zero.
2. If the student repeats the offence, she will be dismissed from the College at least for one semester, effective from the semester in which she commits the offence and the registration of courses in that semester will be cancelled.
3. The third cheating offence shall result in the final dismissal from the College.
4. If the student conspires with peers in cheating of whatsoever type or causing disorderly conduct in the examination hall and failing to adhere to the first warning, the invigilator has the right to expel them from the examination hall.
5. If the cheating case is discovered later and before the publication of the result, the student shall be referred to the unfair means committee.
6. Impersonating in the exam is a serious offence that results in final dismissal from the College.
7. Temporary or final dismissal disqualifies individuals from claiming any tuition fees paid in the semester in which the dismissal decision is made.
8. The articles as herein above stated shall be executed after being endorsed by the Disciplinary Committee.

Article (36): The offending student may serve more than one punishment stipulated in this Act.

Article (37): The disciplinary act decisions are kept in the student file and a notification should be sent to her guardian.
1. Any cases other than the ones stated above must be referred to the Disciplinary Committee for further action.
2. Any student who disturbs her colleagues, shall be expelled from the examination hall after the approval of the Examination Committee Chief.

Article (38): Disciplinary Hearing Committees:
1. Students' Disciplinary Committee is formed by the College Council at the beginning of the academic year.
2. The Committee shall continue to perform its duty after the expiry of its term until a new committee is formed.

3. The Committee has the right to avail all the necessary measures to collect and verify information, contact any person for such a purpose and summon the concerned student for hearing.
4. Majority rules in making decision, however if the votes tally the Committee Chair then overrules.

Article (39): The Respective Executing Departments
1. Academic staff may carry out any of the punishments stipulated hereto in Sections (1 & 2) Article (35-a) given that such a procedure does not bar the student from doing the exam unless the Dean approves that.
2. In addition to what has been mention uerein bove (Section a), the concerned Head of Department has the mandate to carry out any of the punishments stated in Article (35) of this Act.
3. The Dean has the mandate to take action as stipulated in in sections (1-8) Article (35-a) of this Act.
4. The Student Disciplinary Committee has the right to recommend any of the punishments stipulated in Article (35) based on their consideration of the nature of the offence committed, but the Dean's approval is needed for Sections (9) & (10) of Article (35-a).
5. Board of Trustees has the mandate to take action in accordance with rulings stipulated in Section (15) of Article (35-a) of this Act.
6. The College Council has the mandate to impose punishments stipulated in Section (9) of Article (35-a).
7. No appeal for any disciplinary decision.

Article (40): The imposition of the punishments of the Disciplinary Act does not spare offending students from legal actions if the offence committed is a punishable crime by the law.

Article (41): The Dean has the mandate to act on behalf of the Disciplinary Committee if the situation in the College goes out of control and requires a swift action to maintain order and regulate classes. The Dean shall notify later the Disciplinary and fact-finding Committee and College Council of the decision taken.

Article (42): The Dean, and based on the recommendation of the Students Disciplinary Committee, can cancel any of the punishments stipulated in Sections (1,2,3,4,5,6) of Article (35-a) of the this Act after one year if the student shows orderly conduct and abides by the College rules and regulations and as such all the consequences of the action taken before shall be removed.

Article (43): The Dean shall issue the necessary decisions to execute the rules of this Act.

Dear students remember the following:

• Make sure that you check the class timetable on the Admission and Registration notice board and that you have a print copy of it.

• Check your name on the attendance lists of all the courses you registered.

• Adhere strictly to the dates stated in the Academic Calendar for the following activities:

    1. Add and Drop (see the Student Book p.20).
    2. Withdrawal from the College (see the Student Book p.23).
    3. Deferment of study (see the Student Book p.23).

• Failing to be aware of the above-mentioned procedures results in financial consequences.

• It is necessary to be punctual in paying the due fees as stated (see the Student Book p.8).

• Make sure that you update your personal data (mobile phone number, e-mail account, social welfare card) at the Admission and Registration Department and get feedback on your academic performance.

• Make sure that you read and understand the rules and regulations pertaining to students' code of conduct to avoid any academic offences of legal consequences (see the Student Book p.67).
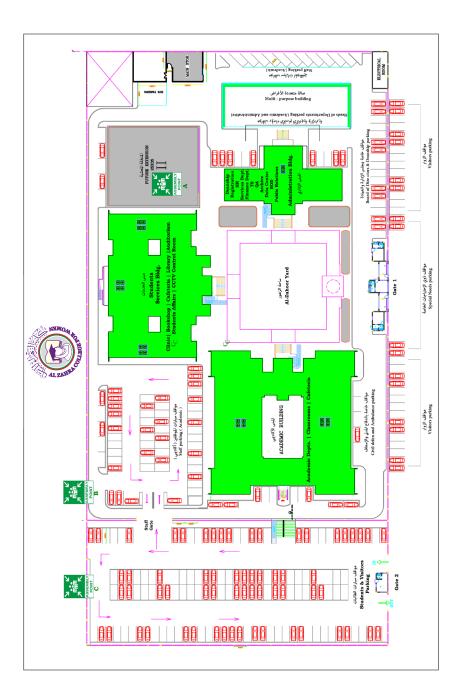
Useful Information

Reception	24512888	
Deanship of Faculty	24512804	dean.sec@zcw.edu.om
Admission and Registration Department	24512839/840	admission@zcw.edu.om
Student Affairs Department	24512898/828	std_aff@zcw.edu.om

Fax: 24511193 P.O. Box: 3365 - P.C.: 111 - Madinat AL-I'rfan - Sultanate of Oman

www.zcw.edu.om   info@zcw.edu.om

Wish you a fruitful and successful academic journey

مخطط المباني مع مخارج الطوارئ
COLLEGE CHART WITH EMERGENCY EXITS